



**North Santiam School District**

**2020-21 Board of Directors**

**Board Chair, Mike Wagner**

**Board Vice-Chair, Alisha Oliver**

**Board Members:** Tass Morrison, Tod Nau, Erin Cramer, Laura Wipper, Garrett Trott

**Student Representative to the Board, Mya Joyce**

**Superintendent, Andy Gardner**

**School Board/Superintendent Executive Secretary: Tonia Whisman**

*Access to the agenda and board packet can be located on the District website at*

*[www.nstantiam.k12.or.us](http://www.nstantiam.k12.or.us) > [School Board](#) > [Agendas/Meeting Minutes](#)*

**Saturday, June 30, 2007 Archived Minutes July 2002- June 2007**

**NSSD District Office/Santiam Room, 1155 N 3rd Ave, Stayton, OR 97383 ~ 6:22 PM**

**MINUTES - DRAFT**

1. <b><u>July 2002-June 2003 Minutes:</u></b>	<b>2</b>
2. <b><u>July 2003-June 2004 Minutes:</u></b>	<b>87</b>
3. <b><u>July 2004-June 2005 Minutes:</u></b>	<b>158</b>
4. <b><u>July 2005-June 2006 Minutes:</u></b>	<b>243</b>
5. <b><u>July 2006-June 2007 Minutes:</u></b>	<b>326</b>

EQUAL OPPORTUNITY EMPLOYER

*Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of an individual's perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, veterans' status, or of any other persons with whom the individual associates is able to perform the essential functions of the position, with or without reasonable accommodation. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Tonia Whisman at the North Santiam School District Office at 503-769-4928.*

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING/EXECUTIVE SESSION**  
**MINUTES**  
**July 09, 2002**

The Regular Session for the North Santiam School Board began at 7:30 PM at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Present was: Dick Morley-Vice Chairman, Tim McCollister, Marri Fluhrer, Bill Grimes, Michelle Gescher, B.J. Hollensteiner-Superintendent, and Mary Richards-Secretary. David Kinney arrived at 8:23 PM and Donald Blades was absent.

**COMMUNICATION**

**Superintendent:** B.J. Hollensteiner reported that the sidewalk bids are out for the Sublimity project. The sidewalks should be completed before school starts. She also noted that the loan papers have been signed for the maintenance retrofit projects and the money should be available soon.

**Principals:** Marlene Fox was present and noted that she would begin interviews soon for the vacant positions at Stayton Elementary School.

**Business Manager:** Wendy Gilson passed out a revised financial sheet to the board with year-end adjustments. Next year the District will contract with Liberty Northwest for Workman's Compensation, which should save the District some money. Looking at 2002-03 and the legislative plan for school financing, the third session of the legislature added an additional \$15.00 per child which adds up to over \$39,000 additional revenue for the District. About 9% of the basic school support money will not be received before May of 2003 in the new plan. The District will have a clearer picture after the September election. Based on the current budget, the District is projected to have a carryover of \$1311.00 for the 2003-04 school year. That figure is based on not spending contingency funds.

**Special Programs/Testing:** There are two new hires in the Special Education Department. They look good and have experience. They both will have restricted certificates from California when they start. Their approval is on the consent agenda for tonight.

**ACTION/CONSENT ITEMS**

**MOTION:** Tim McCollister moved that the Board approve the action consent agenda including items 5.1-5.5 including the approval of the:

**Minutes**

- June 20, 2002-Budget Hearing/Regular Board Meeting
- June 20, 2002-Work Session
- June 20, 2002-Executive Session

**Designations/Authorizations**

- Chief Administrative Officer-B.J. Hollensteiner

- District Clerk-B.J. Hollensteiner
- Deputy Clerk-Wendy Gilson
- Legal Counsel-Garrett, Hemann, et al.
- Official Auditors for School Year-Boldt, Carlisle & Smith
- Budget Officer-B.J. Hollensteiner
- Board Meeting Dates-Third Thursday/7:30 PM/Rotation of Buildings
- Custodian of Funds-Wendy Gilson
- Depositories for School Funds-LGIP, US Bank Stayton
- Authorize Facsimile Signature-B.J. Hollensteiner
- Authorize Inter-Fund Borrowing Within Fiscal Year

**Identify Confidential Supervisors and Employees**

- Wendy Gilson, Tom Hogstad, Judy Gormley, Barbara Walton, Lorna Schwanke, Toni Silbernagel, Kelley Graham, Mary Richards, and Carmel Campbell.

**Personnel**

**New Hires-Special Education Positions**

- Erin Tiano comes from the Los Angeles Unified School District in California. She attended college at California State University and Viola University. She began teaching after spending 16 years as a behavior specialist in the private sector. She currently has four years of teaching experience with two of those in elementary special education. She will replace Jill Galbraith as the Special Education Teacher at Stayton Elementary School.
- Brian Sikora graduated from Fontana High School in California and then went on to graduate from California State University at San Bernardino in 1999. He has been employed by the Fontana School District for the past four years as a Special Education Teacher in the elementary and middle school level. He will replace Carol Dowsett as the Special Education Teacher at Stayton Middle School.

**Resignation-**

- Jessica Graika has been with the District for four years teaching math at Stayton Middle School. She is resigning to stay home and care for her child.

**Title Grant Authorization:**

The superintendent needs the Boards authorization to file the 2003-04 ESEA: No Child Left Behind-Initial Consolidated Subgrant Application for the following:

- Title 1 (A)-Improving Basic Programs Operated by LEA's
- Title 1 (C)-Education of Migratory Children
- Title 1 (D)-Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At Risk

- Title II (A)-Preparing, Training, and Recruiting High Quality Teachers and Principals
- Title II (D)-Enhancing Education Through Technology
- Title III-Language Instruction for Limited English Proficient and Immigrant Students
- Title IV (A)-Safe and Drug-Free Schools and Communities
- Title V (A)- Promoting Informed Parental Choice and Innovative Programs
- Title VI (B)-Rural Education Initiative

**It was seconded by Bill Grimes and passed unanimously 5-0.**

**NEW BUSINESS**

**ACTION**

**Election of Board Chairman and Vice-Chairman:**

**Vice Chairman-Dick Morley opened nominations for Chairman of the Board.**

**Dick Morley was nominated Tim McCollister, Bill Grimes nominated Tim McCollister, and Marri Fluhrer nominated David Kinney.**

**Vice Chairman-Dick Morley closed the nominations. The hand vote indicated no votes for Dick Morley, 1 vote for Tim McCollister (by Bill Grimes), and 4 votes for David Kinney (by Tim McCollister, Dick Morley, Marri Fluhrer, and Michelle Gescher). David Kinney will be the Chairman for 2002-03.**

**The Vice Chairman opened nominations for Vice-Chairman.**

**Michelle Gescher nominated Tim McCollister.**

**Bill Grimes made a motion to close the nominations and to cast a unanimous vote for Tim McCollister. It was seconded by Marri Fluhrer and passed unanimously 5-0.**

**EXECUTIVE SESSION**

The Board went into Executive Session under ORS 192.660 (1)(f) Exempt Public Records at 7:43 PM. They returned to the Regular Session at 9:20 PM.

The Board explained the reason for the new transfer policy with stricter guidelines and noted that there were many emotional issues as well as family issues that needed to be looked at. The District has been losing money each year because the transfers out exceed the transfer coming in.

In the past the transfer policy has been very open ended. If a student asked for a transfer and had a fairly good reason, he/she was allowed to do so. With budget issues now a major concern, the Board must take a strict stance on the criteria for allowing students to transfer out of the District.

The Board discussed and concurred with the opinion that students that have been allowed to transfer under the old guidelines (prior to the 2002-03 school year) should fall under a grandfather clause that would allow them to continue to stay at their current school of enrollment (as long as they do not transfer to another district or drop out of school). This grandfather clause would be for the family unit. Also, the Board concurred with the opinion that in the future, the superintendent would hear all appeals and make the final decision on a case-by-case basis.

**MOTION: Dick Morley made a motion that the Board allow for appeals on transfers and that the policy for the future be consistent with the discussion tonight. (Students approved in 2001-02 would be guided under the grandfather clause as discussed and that those students who transfer in the future be under the strict guidelines set by the Board for the 2002-03 school year and beyond). It was seconded by Tim McCollister and passed unanimously 6-0.**

### **REPORT/DISCUSSION**

#### **Policy Adoptions/Revisions:**

The Board discussed several policies that were presented as possible revisions based on OSBA recommendations as well as changes in rules and regulations for Special Education. These include:

- IGBAB-AR: (Confidentiality) Education Records of Students With Disabilities
- IGBAJ-AR: (Special Education) Free Appropriate Public Education
- JO: Education Records
- JO-AR: Education Records Management
- JOA: Directory Information
- JOB: Personally Identifiable Information

The administrative rules have been approved and the Board policies will be on the next consent agenda.

#### **Local Option Levy:**

Wendy Gilson spoke to the Board regarding the estimated amount possible from the County. It would be between 50-55 cents per 1000 for the Local Option Levy or approximately \$511,139-\$562,253. These figures are based on the assessed values for last year.

The deadline for filing is September 5<sup>th</sup>. The Board needs to have a Work Session to discuss a resolution title/statement/description. A set amount and the number of years for the levy will also need to be set as well as a specification for the use of the money from the levy.

Work Sessions were set for August 3<sup>rd</sup> and August 24<sup>th</sup> at the District office from 7:00-11:00 AM. These will be used for the review of Board goals and duties as well as work on the bond and levy.

Chairman-David Kinney asked that all administrators attend the August 3<sup>rd</sup> meeting if possible.

**Reschedule August Board Meeting:**

The Superintendent will be out of town during the regularly scheduled August meeting. The Board decided to change the date from August 15<sup>th</sup> to August 22<sup>nd</sup> so that she could be in attendance.

**OLD BUSINESS**

**ACTION**

**Superintendent's Contract:**

Three Board members met with Superintendent B.J. Hollensteiner on July 3<sup>rd</sup> to begin negotiations regarding her contract with the District. Dave Kinney gave each Board member a copy of the contract proposal. It included the stipulation that the superintendent have the same insurance cap as any other certified employee, it extended her contract for an additional three years (2002-2005) and it increased her salary by 4% (same as confidential and classified, but less than certified and administrative) making it \$94,120 for the 2001-02 school year.

There was concern by the Board that the current evaluation form needs to be cleaned up and retyped with modifications and then be approved by the Board for use. Marri Fluhrer suggested that the Board wait until after the evaluation is completed in September and then set the term for the contract.

**MOTION: Marri Fluhrer made a motion that the Board approve the Superintendent's Contract as modified with the term to be set after her September evaluation. It was seconded by Michelle Gescher and passed unanimously 6-0.**

**INFORMATION ONLY**

**Recognition of Gifts:**

The Board recognized the gifts given to the District by the following people during the month of June:

Linda Chase	12 Data Tapes & 17" Monitor	SHS
Connie Franklin	Drum Set	ML

**ADJOURN**

The meeting adjourned at 10:05 PM.

**UPCOMING MEETINGS**

<b>August 3, 2002</b>	<b>Work Session</b>	<b>7:00 AM</b>	<b>DO</b>
<b>August 22, 2002</b>	<b>Regular Board Meeting</b>	<b>7:30 PM</b>	<b>DO</b>
<b>August 24, 2002</b>	<b>Work Session</b>	<b>7:00 AM</b>	<b>DO</b>

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**WORK SESSION**  
**MINUTES**  
**August 03, 2002**

A Work Session for the North Santiam School Board began at 7:00 AM at the District Office located at 1155 North Third Avenue, Stayton, Oregon on August 03, 2002.

**CALL TO ORDER, ROLL CALL**

Present were: David Kinney-Board Chairman, Tim McCollister-Vice Chairman, Dick Morley, Marri Fluhrer, Bill Grimes, Michelle Gescher, Donald Blades, B.J. Hollensteiner-Superintendent, and Mary Richards-Secretary. Also present were: Business Manager-Wendy Gilson, Facilities Director-Tom Hogstad, and Principals-Andrew Gardner, Randy LaFollett, and Charlotte Klampe.

**BOND DISCUSSION**

Tom Hogstad gave the Board a revised financial list of the current maintenance needs at each of the five district schools, plus the Mehama building. The total came to \$26,931,369. He cautioned the Board to keep the Sublimity Middle School replacement as a major priority because of safety issues.

Tom suggested that the replacement of Sublimity and Mari-Linn be the first priority on any bond measure and then to use the priority lists created in past meetings as a guide.

Randy LaFollett stated that space at the Stayton Elementary building is at the critical stage. The Board discussed the issue of boundary line changes to alleviate the overcrowding when the new schools were built. The District may need to begin looking at the possibility of a second elementary school in Stayton if the boundary line change does not make a significant difference.

Currently the architectural plans for Sublimity and Mari-Linn are not set up as traditional K-8 buildings and currently have many additions that are not necessary. The Board asked the Superintendent to set up a meeting with LSW representatives to pare down the current plans from the approximate 10 million dollar price tag to something closer to 7.5 million for each of the proposed new school buildings.

Currently the District has about 70 million dollars worth of bond capacity. The Board discussed the plan to include the needs of all five buildings on a bond measure. The priority list by the Board included new school buildings at Sublimity and Mari-Linn, and renovations at Stayton Elementary, Stayton High School, and Stayton Middle School. The Bond would be phased in over a period between 2003 and 2005 with 20 million in 2003 and 9.7 million in 2005 (approximate year).

**The 29.7 million Bond would include:**

- 1. New Construction at Sublimity-7.5 million (approx.)**
- 2. New Construction at Mari-Linn-7.5 million (approx.)**
- 3. Renovations/Construction/Maintenance at Stayton Elementary -4.0 million**
- 4. Renovations/Construction/Maintenance at Stayton High School-9.2 million**
- 5. Renovations/Construction/Maintenance at Stayton Middle School-1.5 million**

The Board plans to adopt a measure for the Bond no later than January 15<sup>th</sup>. The superintendent will need to meet with the architects by the end of August. The Board would like to see the new architectural drawings by early October.

**CONSIDER FURTHER BUDGET REDUCTIONS FOR 2002-03**

The Board discussed the need for further reductions to the 2002-03 Budget of approximately \$500,000.

**Cut 5 Days-Savings of \$268,000**

Cutting 5 days from the 2002-03 school year calendar would save the District \$268,000. Administrators and confidential employees would have the same cut in days as the rest of the employees. With the current time lines and additional budget cuts needed, it was the consensus of the Board to cut 5 days from the current 2002-03 calendar at this time so that classified employees could be notified as required in their contract and the certified employees could take the request to their union. The consensus of the Board was that the days to be cut would include two work days and 3 student days.

**Cut Text Books/Supplies/Curriculum Development-Savings of \$35,000**

Some cuts in each of these areas are needed to reach the \$500,000 goal.

**Cut High School Certified Staff-Savings of \$55,000**

Because of the high school schedule, it would not be practical to make staffing cuts after the school year has begun.

**Cut High School Instructional Aide-Savings of \$17,000**

One Instructional Aide has been cut from the high school.

**Cut 1.5 Custodians-Savings of \$42,000**

Grant money may cover the costs of these custodians during the next year.

**Move School-to-Work Staff from General Fund-Savings of \$11,000**

The School-to-Work grant money can be used to pay for employees as well as supplies.

**Cut Maintenance Summer Crew-Savings of \$13,000**

The decision not to hire the traditional summer staff for upkeep and maintenance in the buildings has been made to save money in the budget.

**Cut in Maintenance-Savings of \$15,000**

Additional savings may be available by eliminating maintenance substitutes.

**Total- Savings of \$456,000**

The Board asked that the District Leadership Team look over these proposed cuts and make a recommendation to the Board at the next Regular Board Meeting. Other items under discussion included extra-curricular activities and the modified accrual fund.

**LOCAL OPTION LEVY**

Because of the current financial situation, the Board has made the decision to put a Local Option Levy on the ballot to help raise money for schools for the next three years. Future budgets would need to include a *Local Option Levy Fund* for use in tracking the dollars received and how they were spent. Money from the levy would be specifically spent on the following each year:

**Technology-\$125,000**

**Class Supplies/Equipment-\$100,000**

**Textbooks-\$150,000**

**Specific Maintenance Projects-\$150,000**

**Extra Curricular Uniforms/Supplies/Transportation-\$75,000**

**Total: \$600,000 (per year)**

The Local Option Levy will need to be ready for Board approval by August 22<sup>nd</sup> and be delivered to the Elections Division by August 27<sup>th</sup>.

**ADDITIONAL BUSINESS**

Wendy Gilson gave the Board updated information on *Limited Tax Pension Obligation Bonds* for PERS. She asked the Board to read the information and be ready to ask questions for clarification at the next Board meeting.

**ADJOURN**

The Board adjourned at 11:02 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**SPECIAL SESSION**  
**MINUTES**  
**August 19, 2002**

A Special Session for the North Santiam School Board began at 7:30 p.m. at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Present were: David Kinney-Chairman, Tim McCollister-Vice Chairman, Dick Morley, Marri Fluhrer, Bill Grimes, Michelle Gescher, David Kinney, B.J. Hollensteiner-Superintendent, Wendy Gilson-Business Manager, and Mary Richards-Secretary. Also in attendance were administrative staff members: Andrew Gardner, Charlotte Klampe, Marlene Fox, Tom Anderson, and Ron Wickett.

**CONSIDER FURTHER BUDGET REDUCTIONS FOR 2002-03**

The Board discussed the need for an additional \$30,000 in revenue for the 2002-2003 budget. Increases may come in the areas of building use/fees, transfers, and sports passes.

**Building Use/Fees:**

The policy and fees for building usage were discussed. School administrators as well as district office staff need specific guidelines so that the District is consistent in the way it charges different community members or groups.

It was the consensus of the Board that building use by the community should not cost the District money. Groups that support NSSD students would not be required to pay the building use fee. However, all groups that require custodial time or the use of additional staff after their normal working hours or on weekends will be billed \$31.50 per hour (with a two hour minimum). Groups may help with the clean up to reduce the hours of custodial time charged.

Staff members need to be reminded that if they want to use NSSD facilities, they must fill out a building use request and pay fees like any other community member or group.

**Transfers:**

The District's new inter-district transfer policy with strict guidelines should lower the number of students who leave this district, thus adding to the District's revenue. This increase may not be seen for several years because of the grandfather clause approved by the Board for those students and their siblings who were allowed to transfer under the old guidelines prior to the 2002-03 school year.

**Family Sports Pass:**

The Family Sports Pass including the loss of revenue to the District was discussed. Community misuse and the confusion of those who have to deal with them at the “gate” have been a problem. Currently these passes provide a considerable savings to larger families, but at a cost of revenue to the District. It was the consensus of the Board to discontinue the family pass except for its use as an auction item, with the stipulation that the pass indicates that “family” includes the spouse and any children under the age of 18.

**Local Option Levy Process:**

The District’s Business Manager-Wendy Gilson has been getting conflicting information from Linn and Marion County regarding the possibility of a Local Option Levy for the November ballot.

The Board requested that she continue talks with both counties and come back with a more complete picture of the possibility at the next scheduled meeting.

**Resolution Services:**

The Willamette ESD has notified the District that its Resolution Services will cost \$156,000 for the 2002-03 school year. This is a substantial increase and the superintendent’s are meeting to discuss this issue and make some decisions on the next steps to take.

**Budget Cuts:**

The Board asked the DLT to prioritize approximately \$500,000 in budget cuts with an additional \$500,000 more identified as potential cuts. The recommended cuts were as follows:

5 Days	\$268,000
Textbooks and Supplies	\$25,000
Curriculum	\$10,000
2 H.S. Certified Positions	\$94,000
1 H.S. Classified Position	\$21,000
1.5 Custodial/Maintenance	\$42,000
School to Work	\$11,000
Summer Maintenance Crew	\$13,000
Maintenance	<u>\$15,000</u>
<b>Sub Total</b>	<b>\$499,000</b>
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Sports Shuttle	\$7,000
Accrual	\$217,000
Capital Account	\$183,000
Maintenance Supervisor	\$50,000
Contingency	<u>\$44,000</u>
Sub Total	\$501,000
<b>TOTAL:</b>	<b>\$1,000,000</b>

Other Things to consider for possible cuts included:

Middle School Sports	\$125,000
High School Sports	\$65,000
2 Maintenance/Custodians	\$71,000

Currently, the teachers union wants a specific request that is more defined for its group regarding the 5-day cut. They would like to meet with the negotiating team, the Board, Sandy Ellis, and union representatives. Without a 5 day cut the following would need to be cut:

Remaining H.S. Co-Curricular	\$215,000
Reductions of Certified/Classified Positions	\$200,000

There are several unknowns regarding the budget including the September ballot measures, a possible veto, actual state revenue, and ESD costs. The Board has several options including the reduction of the budget, a modification of the calendar, to stay on course with current projections, or to modify any of the listed options.

Wendy Gilson gave the Board a general fund update and an overview of how a possible veto by Governor Kitzhaber and the failure of the ballot measure would affect the District. The veto represents a \$838,305 loss in revenue to the District, an additional \$600,000 would be lost if the ballot measure fails, for a total loss of \$1,428,305.

**MOTION:**

**Dick Morley made a motion that the Board implement the \$499,000 listed cuts as outlined by the DLT and discussed at the previous Work Session. It was seconded by Donald Blades and passed unanimously 7-0.**

It was the consensus of the Board to sit tight and wait to see what happens in the next four weeks with ballot measures before making any deeper cuts.

**ADJOURN**

The Board adjourned at 8:55 PM

**NOTICE OF UPCOMING MEETINGS**

<b>August 22, 2002</b>	<b>Regular Board Meeting</b>	<b>7:30 PM</b>	<b>DO</b>
<b>August 24, 2002</b>	<b>Work Session</b>	<b>7:00 AM</b>	<b>DO</b>

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**  
**August 22, 2002**

The Regular Session for the North Santiam School District began at 7:30 PM at the district office located at 1155 North Third Avenue, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Present were: David Kinney-Chairman, Tim McCollister-Vice Chairman, Dick Morley, Marri Fluhrer, Michelle Gescher, Donald Blades, B.J. Hollensteiner-Superintendent, and Mary Richards-Secretary.

**PUBLIC PARTICIPATION**

Minda Dreiling was concerned about the building use policy and fees. She wanted to know if there was a schedule of fees available. Board Policy *KG and KG-AR Community Use of School Facilities* has all the information requested. The current custodial fees are \$31.50. It was noted that any non-profit agency that works with NSSD students exclusively would not be charged a building use fee, but would be charged custodial fees. Copies of Board policies are available at the District office upon request, or can be downloaded from the District's website. Written directions on how to link to the Eduportal website at [www.myeduportal.com](http://www.myeduportal.com) to access policies and school handbooks are available on the District's website at [www.northsantiamsd.com](http://www.northsantiamsd.com) under "NSSD Policies".

Kris Sears was concerned that the public was not notified of changes in the meeting date for the July and August meetings. The Board Secretary posted changes to the Board Calendar at the Stayton, Sublimity, and Lyons Post Offices and they were posted before both the July and August meetings. Most agendas are posted from 5-7 days ahead of the scheduled meeting date, but are always posted at least 24 hours before any meeting takes place. Both the Stayton Mail and the Statesman Journal are notified of all meetings so that they can have a press representative attend and if time permits, post the meeting time and date in their newspaper. Each school also posts the agendas in their buildings. The yearly Board Calendar is posted on the NSSD website at [www.northsantiam.com](http://www.northsantiam.com) and the Eduportal website at [www.myeduportal.com](http://www.myeduportal.com). The Board Secretary, Mary Richards noted that the District has been having trouble this summer with posting to its website due to the new server being installed with software updates. The "board briefs" usually note any upcoming meetings that are known by the date of its printing-but changes can be made after the mailing has been completed. Mrs. Sears asked if an additional posting could be made at the Mehama Post Office.

**COMMUNICATION**

**Superintendent:** B.J. Hollensteiner updated the Board on the current state revenue picture. She reported that the state of Oregon is looking at over a \$300 million shortfall in its budget, which will have a direct impact on schools. The District has gone over the ESD Resolutions and reduced the amount by \$107,000. The Superintendent also gave the Board a letter regarding a voluntary 5-day cut in her contracted days.

**Facilities Director:** Superintendent, B.J. Hollensteiner, noted that energy projects will be completed in 3-4 weeks. The LSW architects are working on rough draft drawings for September and should have final drawings done in October. The District is planning on placing the bond on the March 2003 ballot. It will address needs at all of the schools with the new construction of K-8 schools at Sublimity and Mari-Linn, and construction and/or maintenance at Stayton High School, Stayton Elementary School, and Stayton Middle School.

**Principals/Supervisors:** Randy LaFollett presented a letter from the administrators to the Board regarding a voluntary 5-day cut from the administrators contract.

**MOTION: Marri Fluhrer made a motion to accept the letters from the administrators and the superintendent regarding a 5-day cut for the 2002-03 contracted school year. It was seconded by Tim McCollister and passed unanimously 6-0.**

**Business Manager:** Wendy Gilson gave the board a copy of the financial statement for the period ending July 31, 2002. The revenue forecast statement of the expenditures for the 2002-03 Budget period was also available to the Board for review.

**Special Programs:** The superintendent reported that the new room for the Structured Learning Program (SLP) at the high school is almost complete and ready for the start of school.

**Transportation:** Lin Tanamachi gave the Board a bus schedule and noted that a copy is available to parents and teachers at each school for registration. She has been working with Barbara Walton to keep the cost of transporting SLP students down. The sidewalks in Sublimity are progressing and should be completed before school starts. If the completion were to be delayed then the bus routes would return to last years schedule until they are complete.

**NSEA:** Gayle Clark reported that the union plans to meet next week to discuss the 5-day reduction to their contract.

#### **ACTION/CONSENT ITEMS**

**MOTION: Dick Morley made a motion to accept 5.1, 5.2, and 5.3 of the consent agenda with the addition of the approval of new hires: Dan Newbill and Paul Sell. (Consent agenda includes the approval of the July 09, 2002-Regular Board Meeting/Executive Session and the August 03, 2002-Work Session minutes; Approval of the policy proposed policy revisions to JO-Education Records; JOA-Directory Information, and JOB-Personally Identifiable Information; Approval of new hires: Andrea Moffat, Frank Caropelo, Michelle King, Garrick Gordon, Rebecca Evans, and John Dixon; Acceptance of the resignations of Janice Minten, Laura Baxter, and Mike Henderson. It was seconded by Donald Blades and passed unanimously 6-0.**

## **ADDED AGENDA ITEMS**

Additions to the agenda included (7.1a) Local Option Levy and (7.1b) Rental of the Mehama Building.

## **NEW BUSINESS**

### **ACTION**

**Disposal of Surplus School Property:** Two older model typewriters and a “bright orange” upright piano were on the surplus list in the board packet.

**MOTION: Donald Blades made a motion for the Board to approve the items delineated in the board packet as surplus. It was seconded by Tim McCollister and passed unanimously 6-0.**

**Local Option Levy:** Wendy Gilson spoke to the Marion County Assessors Office and the District is eligible to put a Local Option Levy before the voters on the November ballot. The District needs to decide on either a rate or an approximate dollar amount for the levy. The consensus of the Board was to set a dollar amount of \$500,000. The levy would be for three years with money available starting with the 2003-04 Budget.

**MOTION: Dick Morley made a motion to adopt resolution # 2003-01 to establish the three-year Local Option Levy. Tim McCollister seconded the motion and it passed unanimously 6-0.**

**The Board directed the superintendent to target the money towards kids with \$100,000 towards technology, \$100,000 towards classroom supplies/equipment, \$125,000 towards textbooks, \$100,000 towards specific maintenance projects, and \$75,000 towards co-curricular uniforms, supplies, and transportation.**

**MOTION: Donald Blades made a motion for the Board to approve the preparation of the ballot title for the Local Bond Levy in the amount of \$500,000. It was seconded by Dick Morley and passed unanimously 6-0.**

Board Members were reminded that the District can provide information to the public but cannot run the campaign. Chairman, David Kinney invited the public to help support the levy by signing up for the Local Option Committee.

**Mehama School Property:** Several members of the community have asked for permission to rent or lease the existing Mehama School building for use as a pre-school and/or a dance studio. The Board discussed the need for insurance and a proper lease for the public building. The superintendent was directed to have Wendy Gilson look into the possibility as well as the District’s responsibilities.

**MOTION: Dick Morley made a motion to authorize the superintendent to move forward and make a decision regarding the rental or lease of the Mehama School property. It was seconded by Marri Fluhrer and passed unanimously 6-0.**

## **OLD BUSINESS**

### **ACTION**

**OSBA Pooled Pension Fund-Letter of Intent:** The Board passed resolution #02-1 on 4/11/02 authorizing the participation in the OSBA Pension Bond Program to refinance PERS. A letter of intent needs to be signed if the Board makes the final decision to participate.

There was concern expressed by both the superintendent and the business office regarding possible legislative action that might change our need for the bond program. The District will have other opportunities to be involved in a similar pool. Bonds are normally cost effective for both the bond sales and the District. Most school districts within the Capital Conference are choosing not to participate. Because of the risks involved, the consensus of the Board was to wait and take a look at the possibility of participating in a similar bond program at a later date.

**MOTION: Dick Morley made a motion that the Board rescind its authorization of Resolution 02-#01 regarding the OSBA Pooled Pension Fund. It was seconded by Michelle Gescher and passed unanimously 6-0.**

### **REPORTS/DISCUSSION**

**Policy Revisions and Adoptions:** The Board reviewed the following policies with changes that were in the board packet: Alternative Education Policy: IGBHA, IGBHA-AR, IGBHB, IGBHB-AR, IGBHC, IGBHC-AR, and JGEA; IFCA & AR-21<sup>st</sup> Century Schools Council; LBE & AR-Public Charter Schools; GDPD & AR-Suspension and Dismissal of Classified Staff; GBEC-AR-Drug Free Workplace; JFC-AR-Student Searches; GBN/JBA-Harassment; GCBDA/GDBDA-Family Medical Leave; Transportation Policies-EEA, EEAC, EEACD, EEAE, and EEBB; DID-Property Inventories; DH-Bonded Employees and Officers; CNJ-Vacation and Holidays for Certificated Administrative, Supervisory & Confidential Employees.

Policy GDPD-AR was withdrawn for additional review by the superintendent and policy EEBB-Use of Private Vehicles for District Business will be resubmitted with changes. Chairman, David Kinney, directed that the policies be put on the next consent agenda for the next Regular Session.

### **INFORMATION ONLY**

FTE Enrollment: Projected FTE enrollment is at 2348. Actual enrollment numbers should be available in early September. Classes are full at Mari-Linn and a teacher may have to be transferred from SES or SMS. There will be some staff transfers in the next few weeks.

Field Trips Requests: Mari-Linn School staff and students plan to go to the Skate Palace in Salem on 09/27/02.

The annual *Back to School Fair* will be held on Saturday from 10-1 on August 24<sup>th</sup>.

**ADJOURN**

The meeting was adjourned at 9:03 PM.

**UPCOMING MEETINGS**

August 24, 2002	Work Session	DO	7:00 AM
September 19, 2002	Regular Session	ML	7:30 PM

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**  
**September 19, 2002**

The Regular Session for the North Santiam School District began at 7:30 PM at Mari-Linn School located at 741 5<sup>th</sup> Street, Lyons, Oregon 97358.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Tim McCollister-Vice Chairman, Dick Morley, Bill Grimes, Marri Fluhrer, Donald Blades, Michelle Gescher, B.J. Hollensteiner-Superintendent, and Mary Richards-Secretary. David Kinney-Board Chairman came at 7:35 PM.

**SPOTLIGHT**

Mari-Linn School was the focus of the spotlight for September. Principal, Paula Baker, explained the current reading program being used at Mari-Linn School and how assessment scores reflect student skill levels. Ability grouping and the use of “flooding” have been very successful in their reading program. Since the District’s goals are to improve student skill levels in reading and math, the staff has chosen to begin the use of a similar program for math starting this fall.

**PUBLIC PARTICIPATION**

Kris Sears, Trina Butler, and Paula Sharp all signed up to bring the matter of Mari-Linn’s class sizes to the attention of the Board. David Kinney noted that he would defer their comments until the Board was ready to discuss Staffing Issues, which was item 7.2 on the agenda.

**COMMUNICATION**

**Board Reports:** Marri Fluhrer noted that she attended the OSBA Regional Meeting held on 09-18-02. It was attended heavily and was very positive and informative.

**Superintendent:** B.J. Hollensteiner gave a report to the Board regarding a recent Special Education Workshop that she and Jill Galbraith attended. One of the main focuses of the meeting was the new “No Child Left Behind” program. The law is over 1200 pages long and the Administrative Rules have not yet been set. One important aspect that will affect our personnel is that any new employee hired to work as an educational assistant in the Title I program must pass a proficiency test or have a two year degree. This will become a major issue for “Title I Schools”, where all educational assistants would fall under these guidelines. Any old employees who are currently working as educational assistants for Title I will have a timeline for either passing the proficiency test or attaining a two year degree.

**Facilities Report:** Currently Wendy Gilson is handling the work orders and the energy grant for the maintenance department. The Life Skills room at the high school has been given a conditional occupancy until the fire alarm work is completed.

Work orders are getting out to the custodians. With the cutbacks in custodial staff, the district office “crew” has stepped up to help with the opening of the buildings.

**Principals/Supervisors:** Marlene Fox (SES) and Andrew Gardner (SUB) gave the Board a written building report. They along with Randy LaFollett (SMS), Charlotte Klampe (SHS), and Paula Baker (ML) were in attendance.

**Personnel:** Superintendent, B.J. Hollensteiner, reported there were no additions to what is on the consent agenda regarding personnel.

**Business Manager:** Wendy Gilson gave board members a letter from Davis-Darley Insurance regarding the District's current earthquake coverage along with a recommendation from them to increase the coverage when the District is financially able to do so.

**Food Service:** Toni Silbernagel talked to the Board about how the cuts to her department have made a noticeable affect in food service. They are adjusting and had to eliminate the nutrition break at Sublimity because there was no one to supervision students. Another change for the Sublimity food service staff has been the addition of the Life Skills class and the dietary challenges involved with students in the program. She was happy to report that there has been no decrease in the number of students eating due to the price increases that had to be implemented this fall.

**Transportation:** Lin Tanamachi was out of town, but sent the Board a written report on transportation. With the sidewalks completed in Sublimity, Laidlaw is using one less bus than last year and all seems to be going well. With the start of the school year there are always parent concerns about kids who no longer are able to ride the bus (high school), young children having to walk farther than expected, or students unable to find the correct bus. Lin addressed some of the parent concerns in her memo to the Board.

**NSEA:** Union President, Gayle Clark, reported that the teacher's union had not made a decision regarding the 5-day cut to the teacher's contract for the 2002-03 school year. She did however state that the teacher's felt that the days should not all be student contact days. The union has chosen a "wait and see" approach.

### **ACTION/CONSENT ITEMS**

The Board clarified the wording changes in policy EEBB-Use of Private Vehicles for District Business and noted a change to the minutes of August 19, 2002. Located on page 10 of the board packet, the minutes stated that David Kinney made the motion to implement the \$499,000 listed cuts as outlined by the DLT and discussed at the previous Work Session. It should have stated that Dick Morley made the motion.

**MOTION: Dick Morley made a motion that the Board approve items 5.1-5.3 of the consent agenda (including the approval of the amended minutes from the August 19, 2002-Special Session, the minutes as written from the August 22, 2002-Regular Session, and the August 24, 2002-Work Session; approval of policy revisions and adoptions to IGBHA & AR, IGBHB & AR, IGBHC & AR, JGEA-Alternative Education, IFCA & AR-21<sup>ST</sup> Century Schools Council, LBE & AR-Public Charter Schools, GBEC-AR-Drug Free Workplace, JFC-AR-Student Searches, GBN/JBA-Harassment, GCBDA/GDBDA-Family Medical Leave, EEA, EEAC, EEACD, EEAE, EEBB-Transportation Policy, DID-Property Inventories, DH-Bonded Employees and Officers, CJN-Vacation and Holidays for Certificated Administrative, Supervisory & Confidential Employees; approval of new hires Cathryn Lazarus-Science at SMS, Eric Clendenin-PE SMS, and Jason Ritter-Social Studies and Web/Video/Photography at SHS; acceptance of the resignation of Dan**

**Mills-Social Studies at SHS; and approval the leave of absence for Pam Goodrich-ELL Teacher). It was seconded by Donald Blades and passed unanimously 7-0.**

**ADDED AGENDA ITEMS**

No items were added to the agenda, but item 8.3 LSW Presentation was moved up to 8.1 on the agenda.

**NEW BUSINESS**

**ACTION**

**YMCA Water Polo:**

The YMCA made a proposal to the District for establishing a girls and boys water polo team or club at Stayton High School. The information was given to the high school administration for their input on the proposal. The YMCA would assume costs for this program this year.

At this time, the high school administration does not recommend the addition of a new sport. Since it is an OSAA approved sport, it would require that all regulations be met and the district would assume liability for the program. In cases where the District has added a program in this way, it has eventually become part of the co-curricular costs. In these economic times that expectation could not be met in the future.

Students can still participate through the YMCA, but would be unable to attain a “letter” for their participation. Currently Water Polo is not included in the state championship format. As of 2001-02 there were 30 districts out of 197 that had a Water Polo team. The Board decided to take no action at this time to include the Water Polo in the Stayton High School Co-Curricular Program.

**Staffing Issues:**

Mari-Linn School has one class with 36 students enrolled (an additional two more students are pre-enrolled). The teacher has all of the students for 2.5 hours of the day. The rest of the day, the students are split up into smaller groups for the core subjects. A part time **teacher** could assist students who are having difficulty in the core areas of math or reading and make it possible for the students to go into additional groups for Science or Social Studies during the remainder of the day.

Three parents spoke to the Board about the limited space, behavioral issues, large class size, distractions, and the need for additional help in the classroom. Mari-Linn School has grown by 10% according to Kris Sears, yet with budget cuts the staff has decreased at the same time.

The Board noted that with the budget so uncertain, there is no “magic number” where you decide to add an aide or additional teacher. It will be done on a case-by-case basis. The superintendent recommended the hiring of a 2.5-3 hour teacher, which would help with the overcrowding and equalize district class sizes as well. The cost would be approximately \$20,000.

Members of the Board noted that if they give money for a teacher, it has to be taken away from something else in order to balance the budget.

**MOTION: Bill Grimes made a motion for the Board to authorize the superintendent to hire a part time licensed staff for 2.5-3.0 hours to alleviate the student load at Mari-Linn School (discussion based on grades 4-6). It was seconded by Donald Blades and passed unanimously 7-0.**

## **OLD BUSINESS**

### **ACTION**

#### **LSW Preliminary Plans for Bond:**

Russ Pitkin and John Wycoff met with Tom Hogstad and the superintendent to develop preliminary plans for board review based on a \$29.7 million dollar bond. They used that information to develop cost and size estimates that included the priority 1 & 2's that will be left after the energy projects are completed. The original plans, resulting from the community/staff meetings, have been scaled down significantly in order to stay under the \$30 million amount identified by the Board.

LSW is now ready to develop preliminary plans for each building. The Board concurred that the superintendent should go forward with the timeline for the bond and work with LSW to complete the preliminary plans. A review of the plans by the Board will take place during the October 17, 2002-Regular Session.

#### **SB1149 Energy Credit and Siemens:**

Bob Gore gave an update on the timeline for completion of the energy audit at the high school and Ron Osborne explained the Nike Assignment Agreement for business energy tax credit. This agreement must be signed and returned so that upon the completion of the project and receipt of the Final BETC Certificate, Nike can write a check to the District for 27% of its total eligible project costs. Eric Latimer from Siemens Building Technology was in attendance and stated that it had been a pleasure working with the District.

**MOTION: Donald Blades made a motion that the Board approve the Assignment Agreement between Nike and the North Santiam School District which assigns and transfers to Nike all right, title and interest in and to any and all Business Energy Tax Credits which the State of Oregon may issue in connection with the Energy Project, in the amount indicated in the Final Certification issued by the Oregon Office of Energy. It was seconded by Marri Fluhrer and passed unanimously 7-0.**

## **REPORTS/DISCUSSION**

### **Superintendent's Evaluation:**

Enclosed in the Board Packet were copies of two superintendent evaluation forms, one used for the last few years by the NSSD Board and one from OSBA. The Board could choose to keep the old form, make changes to the old form, or adopt a new form. This past spring, the Board committed to completing the Superintendent's evaluation in September. In order to change the form currently used, the Board must abide by ORS 192.660(1)(i) which states: the standards, criteria, and policy directives to be used in evaluating the chief executive officers shall be adopted by the governing body in meetings open to the public in which there has been opportunity for public comment."

It was the consensus of the Board to stay with the old form and incorporate the goals into it. The Board Chairman will work with the Board Secretary to insert the goals and get the evaluation out to members of the board. It will need to be filled out and returned within five days.

**Local Option Sample Expenditures:**

Principals talked about priority items that would be purchased in the event the local option passes. Below is a compiled list:

- Classroom Supplies (SES)
- Maintenance Issues (SES, SMS)
- Vents in the Gym (SES)
- Custodial Help\* (SES)
- Instructional Materials (SMS)
- Equipment for Classrooms (SMS)
- Cafeteria Tables (SMS)
- Educational Assistants\* (SUB, ML)
- Computers (SUB)
- Textbooks (SUB, ML)

\*The Board noted that staffing was not targeted in the local option levy. Money for personnel would come from the state educational fund.

**Budget Considerations:**

Wendy Gilson gave updated financial information to the Board while B.J. Hollensteiner talked about personnel and maintaining the hiring freeze unless the position was directly related to special education or student safety. She felt that personnel issues regarding education took priority over coaching positions. The superintendent asked the board for any additional direction on hiring and any additional cost saving measures they would endorse.

The Board discussed the upcoming income tax increase measure that will be on the January ballot and the need for 50 percent of the people to vote (actually since this is a referendum from the legislature only a regular majority is necessary). The District must consider that, with Oregon’s history for approval of tax increases, the ballot measure may fail. If it does fail, school closure is a possibility. The teacher’s union is still in a “wait and see” mode, but the board approved a 5-day cut during the August 19, 2002-Special Session. The approximate cost savings to the District will be \$268,000.

**INFORMATION ONLY**

**FTE Enrollment:**

Mass enrollment is complete and the current numbers are in. FTE Enrollment is 2342.0.

**Field Trips:**

SHS has a field trip planned for 09/22/02. The Leadership group plans to go to Camp Cascade for “Leadership Camp”.

**Gifts:**

Jan Corbett donated books to the Title 1 Program @ ML (\$200.00 Value).  
Alanna Johnson donated proceeds from a fundraiser for sports to ML(\$123.90 Value).  
The Bonney Family donated books to the library @ ML (\$100.00 Value).

**BOARD REPORTS**

The superintendent has been in all the buildings and noted that good things are still happening for kids. Everyone has more to do, and may be a little frazzled at times, but people seem happy and ready to help each other. She invited Board members to take the time to visit the buildings.

**ADJOURN**

The Board adjourned at 10:07 PM.

**UPCOMING MEETINGS**

October 17, 2002	Regular Session	7:30 PM	District Office
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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**WORK SESSION**  
**MINUTES**  
**Wednesday, October 16, 2002**

A Work Session for the North Santiam School Board began at 5:30 PM at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Those present included: David Kinney-Chairman, Tim McCollister-Vice Chairman, Dick Morley, Bill Grimes, Michelle Gescher, Donald Blades, B.J. Hollensteiner-Superintendent, and Mary Richards-Secretary. Absent was Marri Fluhrer.

Other administrative and supervisory staff in attendance included: Marlene Fox, Wendy Gilson, Andrew Gardner, Randy LaFollett, Paula Baker, Charlotte Klampe, and Tom Anderson.

**LONG TERM FINANCIAL PICTURE**

The superintendent went over the schedule of budget reductions that she and Wendy Gilson had put together. It covered the entire year and identified events affecting the budget, decisions that were made because of those events and projected events, and a projected loss/gain from the events. If spending throughout the District continues to stay low, a carryover of funds could occur (in a best-case scenario). Final projections showed the District could end the year with either approximately + \$87,000 (best-case scenario) or - \$789,000 (worst-case scenario).

The Board was given information on the *Budget Cuts from 2001-02 and 2002-03*, a copy of the *Prioritized Budget Cut List*, and a spreadsheet regarding the *Extra Duty* that is currently in the budget.

Additional cuts could include a Librarian position, a Child Development Specialist, middle school sports and shuttle, high school sports, custodial staff, and the reduction in days for the Classified (to be negotiated). Other things to consider when looking at areas to cut include the fact that as the year goes on, less can be cut. Currently only \$67,000 is left in middle school sports and only \$4,500 is left for the shuttle.

The Licensed/Certified staff agreed to a 3-day cut at this time with the additional two days to be considered dependent upon the financial picture. There are only four districts that have agreed to contract days being cut for budgetary reasons. The Union had to have 75% of its voters approve of the cut. The Board asked the principals to communicate their thanks for the 3 days and hoped to continue to meet with Union representative and keep them updated on the District's financial situation.

Regarding the timeline for Classified negotiation on the 5-day cut, the superintendent noted that the timeline is 90 days from September 25<sup>th</sup>. The classified could agree to

three days and go into a hiatus for the bargaining so the District wouldn't have to restart the 90-day timeline again for the additional two days.

The calendar changes were discussed and it was decided that the Board should schedule all five of the days of non-school/non-work in case Measure 28 fails. It would be good to schedule now so that families can make plans for childcare and/or transportation as needed. A complete District Wide Closure could save about \$300,000. Whatever the District can save this year will help with next year's budget.

There are many issues that will make the difference between the three days that have been negotiated and the five days requested. The State forecast, the Local Option Levy, and Measure 28 will all have a major affect. March will bring us the first estimate for the 2003-04 Budget. The District may have to look at cutting days next year as well.

**ADJOURN**

The meeting adjourned at 6:42 PM.

**UPCOMING MEETINGS**

October 17, 2002	Regular Session	DO	7:30 PM
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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION  
MINUTES  
Saturday, November 16, 2002**

A Work Session for the North Santiam School Board was held from 8:00 a.m. to 12:00 noon at Stayton High School, located at 757 W. Locust St., Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL:**

Those present included: David Kinney-Chairman, Tim McCollister-Vice Chairman, Bill Grimes, Michelle Gescher, Donald Blades, Dick Morley, and B.J. Hollensteiner-Superintendent. Marri Fluhrer was absent.

LSW architects, NSSD administrators, and a few staff and community members also attended.

**PRESENTATION AND REVIEW OF DRAFT FACILITIES PLANS:**

B.J. Hollensteiner gave a presentation on the history of the facilities improvement plan, why it is needed, an overview of the LSW proposed plans, and future plans.

**FOCUS GROUP MEETINGS FOR EACH SITE:**

The architectural concept drawings for the each of the five schools were set up in separate areas for review and small group discussions. Ideas for change and any comments were noted.

**ADJOURN:**

The meeting adjourned at 12:00 noon.

**UPCOMING MEETINGS**

November 21, 2002	Regular Session	SMS	7:30 PM
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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**  
**November 21, 2002**

The Regular Session for the North Santiam School District began at 7:30 p.m. followed by an Executive Session to discuss performance evaluations under ORS 192.660 (1)(i). Both Sessions were held at Stayton Middle School located at 1021 Shaff Rd., Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Present were: David Kinney-Chairman, Tim McCollister-Vice Chair, Donald Blades, Bill Grimes, Dick Morley, Marri Fluhrer, Michelle Gescher, B.J. Hollensteiner-Superintendent, and Mary Richards-Secretary.

**SPOTLIGHT**

The Stayton Middle School Folk Ensemble played several musical pieces for those in attendance. They plan to play at the Capitol building on December 19<sup>th</sup> at 1:00 PM.

**PUBLIC PARTICIPATION**

John Kendall asked the Board to consider revisiting the idea of middle school consolidation. He asked if the costs of the consolidation had been researched and the benefits outlined? David Kinney responded that the savings to the District would be about \$100,000 and that the Board had decided in July not to address the consolidation for the 2002-03 school year.

**COMMUNICATION**

**Facilities Report:** Larry Ramsey, one of the custodians at SMS, gave an oral report to the Board on the current recycling program. The program has decreased garbage pick up by 62%. He talked about the District joining the *Green School Program*, which could include all schools district wide and would involve student participation with a supervisor to oversee the students. Custodial help would be minimal. Current recycling programs throughout the District saved approximately \$21,000 this year. The Board asked the DLT to look at the possibility of implementing a district wide *Green School Program* that could save the District even more money and educate students about recycling.

**Principals/Supervisors:** Oral or written reports were given by principals Randy LaFollett (SMS), Andrew Gardner (SUB), Charlotte Klampe (SHS), Marlene Fox (SES) and Paula Baker (ML).

**Business Manager:** Wendy Gilson gave the Board a written financial statement and reviewed it with the Board.

**Special Programs:** B.J. Hollensteiner gave a report on Special Programs and the requirements for busing. Several students will have to be bused to their programs at other school during the district wide closure. The District may ask parents to transport, but it cannot require them to. It is the District's responsibility to transport if the parent cannot.

**Food Service:** Toni Silbernagel gave a written report to the Board

**NSEA:** Gayle Clark reported that she and Diane North were going to attend a workshop and may come back with ideas on ways to solve the school crisis.

### **ACTION/CONSENT ITEMS**

**MOTION:** Dick Morley made a motion that the Board approve consent agenda items 5.1-5.3 as amended (including the approval of the minutes from the October 16, 2002-Work Session, and the October 17, 2002-Regular Session; the approval of new hires, Carol Dowsett and Valarie Bell; and the approval of the policy adoptions/revisions to Expense Reimbursements-DLC, Home Instruction/Part-Time Enrollment-IBDJA, Valedictorian & Salutatorian Academic Honors & Class Rankings-IKC, Budget Transfer Authority-DBK, Administrative Search of Students-JFG, Personally Identifiable Information-JOB, Physical Examination/Immunization of Students-JHCA, and Electronic Communications System-IIBGA). It was seconded by Bill Grimes and passed 7-0 unanimously.

### **NEW BUSINESS**

#### **ACTION**

#### **Ratify Agreement with Classified Union:**

The Board was given a copy of the memorandum letter of agreement regarding contractual days between the North Santiam School District and the Classified Union. They agreed to a reduction of 3 days from the current work year, specified as November 25<sup>th</sup>–27<sup>th</sup>. Also noted was that if the licensed staff agrees to the cut of two additional days in March that they would too. The District agreed to pay up to \$50 for the basic skills tests, which will come from grant money. Because of the NCLB legislation, this test is now required for instructional aides who work with students.

**MOTION:** Dick Morley made a motion that the Board ratify the Memorandum of Agreement with the Classified Union. It was seconded by Donald Blades and passed 7-0 unanimously.

### **OLD BUSINESS**

#### **ACTION**

#### **Budget Considerations:**

The budget news continues to be negative with the latest report showing the State shortfall in the December forecast would reach \$200 million or more. Following last week's election the general consensus seems to be that Measure 28 has less chance of passing. At this point, estimates put this district at a loss of \$380,000 if Measure 28 (M28) fails. ODE will also see reductions in their budget and that will trickle down to affect school districts. ODE program cuts impacting the district the most will be regional, early intervention and long term care and treatment. These programs are for low incident high cost students. The cost for district students attending these programs will be passed straight through to the district when these programs are cut, thus the district will have additional out of pocket costs for these students.

If M28 doesn't pass it also affects the amount of money received from the ESD for resolution services. Again, the district would have to pick up any costs no longer supported by resolution dollars through the ESD. This is estimated to be about \$18,000 for this district.

Wendy Gilson has reviewed the estimates from last month and updated as much as possible. The estimates indicate that the district could end the year with \$89,969 if M28 does not pass and \$477,163 if it does. This does not include any decrease resulting from the lower state revenue forecast in December and it assumes the district would spend all money except the above amount, it does not allow for the 3% contingency on top of the positive amount. Also discussed was the impact for 2003-2004 and makes the assumption that the state funding will be flat funded. Currently the state forecasts are showing a \$1.5 billion estimated reduction in state funds and all agencies have been asked to reduce their budgets.

DLT identified as a "bare bones" program for educating students. It does not include co-curricular, counselors, librarians, deans, field trips, etc. It only includes licensed staff in classrooms teaching, classified to do essential tasks for safety and compliance, one administrator in each school building save the high school, and district-wide services in staff, transportation, special education, and payroll as examples. The basic program is very close to what is estimated to be the revenue for next year with rollup costs. The smaller than normal carryover has eroded the district's ability to offer some programs next year. Our estimates show that budget reductions for 03-04 will have to be done whether or not M28 passes; its passage lessens the amount of the cut but does not eliminate it.

There are more difficult decisions facing the board over the next few months if the downward financial trend continues. The estimates given try to give the best and worst case scenarios so a long-term vision is available to assist the Board in making decisions for the future. Layoff notices must be given out in early December for the 45-day notice required by contract. Because the financial picture is so tentative the superintendent believes it's necessary to position the district to make reductions as needed.

Other issues that need to be addressed for possible cuts include spring co-curricular, extra-duty contracts, and revisiting consolidation. The ability to reduce the budget diminishes with each day that programs and staff are continued.

The Board asked the DLT to come back with a proposed list of items and staff reductions to be implemented between January 27<sup>th</sup> and the end of the year. A Special Session was set up for Saturday, December 7, 2002, to review their recommendations and take action on areas to reduce the budget.

**Pacific Coast Electrical Contract Renewal:**

The contract with Pacific Coast Electric for on-call services has expired. The terms of the contract allow for the option of extending for one additional year. The superintendent recommended that the Board extend this contract for an additional year.

**MOTION: Tim McCollister made a motion that the Board extend the Pacific Coast Electric On-Call Electrical Services Contract for an additional year. It was seconded by Donald Blades and passed 7-0 unanimously.**

**REPORTS/DISCUSSION**

**Policy Adoptions/Revisions:**

The Board reviewed policy changes to the following:

- JFCG/JFCH/JFCI (AR) Drug/Intervention/ Discipline-Administrative Procedures: These are changes that were discussed with the DLT to clarify the current policy and to include “look-a-like” drugs.
- IKF/IKFC-Graduation Requirements: Clarification was made regarding the modified diploma.
- EFAA-Child Nutrition Program: OSBA recommended changes.

These changes will be put on the consent agenda for the December 19, 2002-Regular Session.

**INFORMATION ONLY**

**FTE Enrollment:**

Enrollment is up slightly to 2332.5. The budgeted amount for the year is 2265.

**Field Trips:**

The Board was given a list of overnight and day field trips.

**ADJOURN/EXECUTIVE SESSION**

The Board adjourned the Regular Session at 9:50 PM and went into Executive Session to discuss performance evaluations under ORS 192.660 (1)(i).

**UPCOMING MEETINGS**

December 7, 2002	Special Session	HS	8:00 AM-10:00 AM
December 19, 2002	Regular Session	DO	7:30 PM

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION  
AGENDA  
November 25, 2002**

An Executive Session to discuss performance evaluations under ORS 192.660 (1)(i) will begin at 7:00 p.m. at the Stayton Cooperative Telephone Administrative Office Building located at 475 N. 2<sup>nd</sup> Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Present were: David Kinney-Chairman, Tim McCollister-Vice Chair, Marri Fluhrer, Bill Grimes, Dick Morley, Michelle Gescher, Donald Blades, and Superintendent-B.J. Hollensteiner.

**EXECUTIVE SESSION**

The Board discussed the evaluation of Superintendent, B.J. Hollensteiner.

**ADJOURN**

The meeting adjourned at approximately 8:30 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**UPCOMING MEETINGS**

<b>December 07, 2002</b>	<b>Special Session</b>	<b>8:00 AM</b>	<b>SHS</b>
<b>December 19, 2002</b>	<b>Regular Session</b>	<b>7:30 PM</b>	<b>DO</b>

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**SPECIAL SESSION**  
**MINUTES**  
**Saturday, December 7, 2002**

A Special Session for the North Santiam School Board was held at 8:00 a.m. at Stayton High School, located at 757 W. Locust St., Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Those present included: David Kinney-Board Chairman, Tim McCollister-Vice Chair, Marri Fluhrer, Bill Grimes, Dick Morley, Michelle Gescher, and B.J Hollensteiner-Superintendent. Donald Blades was absent.

Approximately 100 people were in attendance including NSSD administrators, staff, and community members.

**BUDGET CONSIDERATIONS**

The purpose of the Special Session was to give the superintendent and administrators an opportunity to discuss with the Board the current cuts, and what additional cuts need to be made to maintain the District's financial stability. Impacts from these cuts will affect many areas, programs, and jobs. The meeting was not designed for public input.

**Superintendent's Presentation:**

Superintendent, B.J. Hollensteiner, gave a presentation to the board with handouts on everything she covered regarding the budget and DLT recommendations. The highlights of that presentation are as follows:

- There is a budget crisis in the State of Oregon and across the nation, and it is affecting school funding.
- The superintendent, administrative staff, confidential staff, licensed staff, and certified staff have already given up days of work to help in this time of crisis and have been very careful with spending.
- One of the goals of the Board is to have a 3% contingency fund to carry over into each year, which allows for the assurance of long-term programs and unplanned needs.
- Revenue to the State continues to decrease, causing a trickle down affect on school funding.
- Budget figures were given to the Board with the assumption that no major construction or boiler problems be needed before July, that the Legislature will not address the crisis, that K-12 schools will be affected equally in the cuts that will have to be made by the state (45% of budget), and that staff will continue to be conservative in their spending.

- The handouts explain the state of the budget from July-December of 2002. It continues to estimate further impact to the District from January-June of 2003, assuming that Measure 28 will fail.
- Other impacts to the District will include the probable cut of Resolution Funds from the WESD (which includes Regional Programs for low incident/high needs students), and unemployment benefits that will have to be paid for by the District (this will continue to impact the District through the next fiscal year as well).
- Roll-Up costs for the 2003-04 school year were given with the assumption that funding would be equal to the 2002-03 school year-which may not happen.
- PERS increases could also affect the budget.
- DLT put together a list of 18 recommended budget cuts in priority order with estimated savings from January 28 to June 30, 2003. The cuts include co-curricular programs, spring sports, classroom programs, classified, confidential and licensed positions.
- Probationary Licensed Staff are in the pool for possible layoffs, excluding those working in Special Programs (SPED).
- Layoffs will affect class size.
- The superintendent went through each recommended cut and explained the ramifications to the Board.
- There are parameters regarding layoffs of staff which include: (1) Licensed and Endorsements (2) Seniority, (3) Federal and State Programs, (4) Scheduling-Curriculum Offerings, and (5) Standards.
- State Standards (22's) will affect some of the decision-making, as will Special Programs. Some requests for wavers may have to be made.
- An additional 5-day cut was on the list of DLT recommended cuts.

**Discussion:**

The Board discussed the additional 5-day cut and its affect on the District's ability to meet the required instruction time at each grade level. Closing school in the middle of May would affect high school students who would not be able to get credits because of the required seat time needed. Staff would loose insurance benefits and the District would have to pay more unemployment benefits.

A question regarding the possibility of going to a 4-day week was brought up by Dick Morley. School days would have to be lengthened to make sure the required instruction time was met.

The possible closing of the District Office one day per week was also addressed. The District has a \$1,000,000 payroll each month that must be gotten out. Administrative, confidential, and supervisory staff, are currently taking on additional duties due to the non-rehire of the Personnel-Curriculum Director, the Facilities Director, and an administrator to oversee the Special Services Department. All District Office staff members have voluntarily given up 5 days this year, which has directly affected their current workloads.

A Co-Curricular Committee to discuss the parameters of fundraising was approved. The committee must keep in mind Title IX. Jamie McCarty volunteered to head the committee and bring a report back to the Board in early January.

The high school Drama Department has already done tryouts for the two upcoming plays to be produced in January and February. The first play is an annual fundraiser for the Drama Club. The Board directed Les Conley to set up a process with the superintendent and principal of Stayton High School to be able to fund the second production.

The decision regarding layoffs had to be made at this session of the Board because layoff notices must be given out by 12/13/02 based on the contract language.

It was noted by Gayle Clark, that when staff members made the decision to give up days, they thought they were saving jobs and programs. Yet, there are jobs that are on the DLT recommended cut list. The Board responded that as state revenues continue to decline, the District must continue to cut the budget. It is the responsibility of the Board to end the year with a balanced budget. Staff must be cut to reach the projected amount needed to be able to do that.

**Decisions:**

The consensus of the Board was to continue to try to keep the contingency fund at 2-3% of the budget.

**MOTION: Dick Morley made a motion that the Board authorize the issuance of layoff notices to those positions identified (those 22 positions as being part of the layoff pool on the handout) by the Superintendent in #15-17 of the recommended DLT Cuts. It was seconded by Tim McCollister and passed 6-0 unanimously.**

**MOTION: Tim McCollister made a motion that the Board adopt items #1-17 of the DLT recommended cuts (January 27-June 30, 2003), including the authorization to send out layoff notices to all affected employees. It was seconded by Bill Grimes and passed 6-0 unanimously.**

**MOTION: Dick Morley made a motion that the Board authorize the Co-Curricular Committee to review items #2-4 of the DLT recommended cuts and to come back to the Board in early January to discuss ways to raise the money needed to reinstate those activities, the parameters needed for final authorization, and a methodology for fundraising (for sports, clubs, and various activities at the high school and middle school levels). It was seconded by Tim McCollister and passed 6-0 unanimously.**

**MOTION: Dick Morley made a motion to authorize the superintendent and the high school principal to work with the high school Drama Department to devise a method to allow the winter production to occur. It was seconded by Michelle Gescher and passed 6-0 unanimously.**

**ADJOURN**

The meeting adjourned at approximately 10:30 AM.

**UPCOMING MEETINGS**

December 19, 2002

Regular Session

DO

7:30 PM

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR BOARD MEETING  
MINUTES  
December 19, 2002**

The Regular Session for the North Santiam School District began at 7:30 PM at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Chairman-David Kinney, Vice Chairman-Tim McCollister, Board Members-Marri Fluhrer, Bill Grimes, Michelle Gescher, and Donald Blades, Superintendent-B.J. Hollensteiner, and Secretary-Mary Richards. Dick Morley was absent.

**PUBLIC PARTICIPATION**

Eric Nichols questioned the Board on the posting for a new football coach and the continued need for the athletic director position with spring sports being cut from the budget and the possibility of cutting fall sports. The response from the Board noted that if the community was able to fundraise enough to support the continuation of spring sports then the athletic director would have to take on the responsibility of coordinating with the parents and making sure that busing, umpires, and the coordination of fundraising and OSAA guidelines are met. The football coaching position would be contingent on the ability to fundraise for the program if needed, based on financial picture next year.

**COMMUNICATION**

**Board Reports:** The Board commented on the nice presentation given by the superintendent to the community and the Board at the last Special Session. It was well prepared, easy to understand and questions were answered about fundraising and how to retain programs that were listed as possible cuts to balance the budget. The superintendent noted that she has been following up with staff and presented the financial picture at three staff meetings so far. The NSEA also sent out information in the recent newsletter.

**Superintendent:** B.J. Hollensteiner noted that she has enjoyed attending the many winter programs presented throughout the month of December at area schools.

**Facilities Report:** Wendy Gilson noted that the custodians continue to meet on a weekly basis. She has been impressed with the maintenance work being done. Phase I of the retrofit project has been completed and the audit scheduled is to be done soon. When that is done the District will get money back as planned. The review of Phase II is about done with retrofits for the high school to begin in January. Dan Traver and Ron Osborne have been working on preventative maintenance, asbestos issues and removal. The financial situation of the District is already affecting the maintenance program. The cost to the District for community use of schools may need to be looked with the continuing escalation of energy costs.

**Principals/Supervisors:** Principal-Marlene Fox (SES), Principal-Andrew Gardner (SUB), and Principal-Charlotte Klampe gave oral and/or written reports to the Board.

**Personnel:** B.J. Hollensteiner noted that four notices of retirement had been received and added to the consent agenda.

**Curriculum/Instruction:** Tom Anderson has been working on the approval and rewrites for the Title IIA Grant. The superintendent is checking to see if the District could possibly replace a couple of teachers using this grant money (saving them from layoff).

**Business Manager:** Wendy Gilson reviewed financial information given to the Board in their packets. State revenue is down and tax money is not coming in as high as expected. It is possible that the District could have a cash flow problem next year.

Wendy expects to have more information by the January 8<sup>th</sup> Special Session on the PERS Unfunded Liability issue that has been discussed at past meetings.

Schools are continuing to work hard to find areas to save money. She noted that the District Office recently negotiated a lease agreement with Savin Corporation for new copiers. Over the life of the contract the District will save over \$5,000 while acquiring technically advanced machines.

Filing E-Rate forms continues to be a big job, but brings in a rebate from the government of approximately \$18,000 each year.

**Special Programs:** Child count has been completed and the District currently serves 486 IEP students or 15% of the population. The State has an 11% cap on the payment of special education funds. The District plans to request a waiver on the 11% cap.

**Food Service:** Toni Silbernagel gave a written report to the Board.

**NSEA:** The union plans to march on the Capitol on January 20<sup>th</sup> to show support for schools.

#### **ACTION/CONSENT ITEMS**

**MOTION:** Donald Blades made a motion that the Board approve items 5.1-5.4 of the consent agenda (including the minutes from the 11/16/02-Work Session, the 11/21/02-Regular Session-as revised, the 11/25/02- Executive Session, and the 12/07/02- Special Session; the acceptance of the retirements of Martha McManus, Arnie Powell, Peter Roth, and Cheryl Allender; the approval of policy revisions to IKF/IKFC and EFAA; and the approval of the 2001-02 audit report). It was seconded by Bill Grimes and passed unanimously 6-0.

#### **ADDED AGENDA ITEMS**

Surplus was added to the agenda as item 7.3 under new business, action.

## NEW BUSINESS

### ACTION

**OSBA -PERS Appeal Resolution #2003-02:** OSBA has made the recommendation to Boards that they join an appeal Judge Lipscomb's instructions concerning PERS rate increases. This appeal would be made at no initial expense to the district. A copy of the resolution was given to members of the Board.

**MOTION: Marri Fluhrer made a motion that the Board adopt Resolution #2003-02. It was seconded by Michelle Gescher and passed unanimously 6-0.**

**November Election Certification:** Following an election it is the responsibility of the Board to accept the results of the election and verify receipt of the abstract from the elections office.

**MOTION: Bill Grimes made a motion that the Board verify receipt of the abstract from the November 5, 2002 election and accept the official election results. It was seconded by Tim McCollister and passed unanimously 6-0.**

**Surplus:** At the Board meeting, members were given a list of items recommended for surplus by Stayton Elementary School. Included were two typewriters, a film projector, a TV, a VCR, six overhead projectors, and seven cassette recorders.

**MOTION: Donald Blades made a motion that the Board approve the items listed as surplus. It was seconded by Tim McCollister and passed unanimously 6-0.**

## OLD BUSINESS

### ACTION

**Bond:** David Sitterson, a bond financial planner, attended the meeting to discuss different bond structures, selling bonds, costs preceding the bond election, costs that must be paid by the district for the bond, and tasks that must be accomplished prior to and following the bond election.

Mr. Sitterson has worked with the District in the past on bond measures and noted that most bonds do not pass the first time they are on the ballot. The financial crisis in the State has not affected general obligation bonding so far. Bond rates are at a 40-year low. If the bond passes in March, the bonds would be sold in November of 2004. If the bond fails in March, committee members will need to get out and talk with people in the community and look for the reasons that they voted no.

Discussions in January should include:

- Who will provide bond counsel
- Which firm the District will work with for the sale and structure of the bonds
- What will be the term of the bonds and will they be sold in phases
- How to justify the need for the bond to the community

**Superintendent's Contract:** The discussion regarding the superintendent's contract was deferred until the January 16, 2003 Regular Session. The terms of the contract need to be

negotiated. Donald Blades, Tim McCollister, and David Kinney volunteered to be on the negotiating committee with Marri Fluhrer set as an alternate.

**REPORTS/DISCUSSION**

**Division 22 Standards:** Each principal has reported to the superintendent regarding how their building has met state requirements. The superintendent gave a final report to the Board regarding the District’s ability to meet the Division 22 Standards and provide an assurance to the Oregon Department of Education. Currently the District is in compliance with all standards except the textbook adoption of K-12 Science materials. On January 17<sup>th</sup> the District plans to lay off the K-8 librarian and state adopted instructional materials in Science may not be completed this year. The District will note these things in their report to ODE.

**Mehama Property:** There is continued interest in the property in Mehama. If the District continues to keep the school closed for the remainder of the year, it cannot be used again for students until it is brought up to current code requirements. There was some question as to how much use the building needed-must it be regular use or could it be incidental use? The school building is over 50 years old and the cost to bring it up to today’s code standards is too high.

ODOT has no plans for modernization of the highway that would affect the sale of the property. The Board directed Wendy Gilson to get a drive-by appraisal of the site. The Forestry Department may need to be contacted for the value of the timber and if it can be removed or thinned.

**INFORMATION ONLY**

**FTE Enrollment:** Current FTE enrollment is up slightly to 2334.

**Field Trips:** A list of day and overnight field trips was given to the Board.

**Gifts:** Those recognized by the Board for their gifts to the District included:

Linda Chase	Computer Equipment	SHS
Ron Bullock	Computer Printer	SHS
Kenneth Schmidt	Computer Printer	SUB
Celeste Gallinger	Flute	ML

**EXECUTIVE SESSION**

**ORS 192.660 (1) (a) (d) (i) -Hearing to Expel a Minor Child:** Request Withdrawn

**ADJOURN**

The meeting was adjourned at 9:25 PM.

**UPCOMING MEETINGS**

January 08, 2003	Special Session	DO	7:00 PM
January 16, 2003	Regular Session	SUB	7:30 PM

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**SPECIAL SESSION**  
**MINUTES**  
**January 08, 2003**

A Special Session for the North Santiam School Board was held at 7:00 p.m. on January 08, 2003 at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Those present included: Board Chairman-David Kinney, Vice Chairman-Tim McCollister, Board Members-Dick Morley, Marri Fluhner, Michelle Gescher, Superintendent-B.J. Hollensteiner, and Secretary-Mary Richards. Board Members-Bill Grimes and Donald Blades were absent.

Approximately 35 members of the staff and community were also present.

**CO-CURRICULAR COMMITTEE REPORT**

Due to the forecasted shortfall in the State School Fund, funding for spring sports, and non-sport co-curricular activities were cut from the 2002-03 budget in December, in order for NSSD to balance it's budget. A committee was established to develop a plan for delivering the co-curricular activities with little or no District funding. Jamie McCarty gave the Board a detailed plan from the committee on how to deliver the entire spring sports co-curricular program as well as their recommendations for the 2003-04 school year.

**Highlights of the proposal are as follows:**

- Transportation costs will be reduced from the original budget by eliminating transportation on weekends and minimizing transportation standby costs.
- Equipment and supplies will come from individual sport/activity fundraising efforts.
- *Pay to Play* participation fees will be credited to the spring sports budget.
- Fund Raising will pay the cost of coaching salaries, if possible.
- An organized solicitation for donations from corporate and private donors will take place.
- Teams and groups will try to raise approximately \$100 for each student who participates.

**Oversight Committee:**

- An oversight committee will be formed to manage all major fundraising and fund distribution activities.
- It will consist of representatives from high school sports, middle school sports, and non-sport co-curricular activities as well as parents.

- Functions of the committee will include coordination of major fundraising activities, the establishment of fund distribution priorities, and the tracking of accounts.

**Fundraising Guidelines:**

- Donations will be directed to the North Santiam Schools Foundation, Co-Curricular Activities Fund.
- Donations may be directed to specific activities.
- Undirected funds will be distributed to groups in an established priority.
- Funds raised in excess of those needed for spring activities will be held in reserve for future co-curricular needs.
- All funds that are raised to support salaries and transportation will be directed to the Foundation and the Foundation will distribute the funds to the school district.
- Separate individual team or activity fundraisers for supplies, fees, etc. are encouraged.
- Co-curricular activity fundraising is for all teams, all activities at each level (high school and middle school). It's an all or nothing proposal.

**Current Status Summary:**

- High School Activities will be funded first. The amount cut from the budget for high school activities was \$86,000.
- The combination of efficiencies and fundraising as of 01/08/03 totaled \$51,000.
- Current fundraising still needed for the high school is \$35,000.
- The Union will discuss the need for a letter of understanding regarding coaching salaries, should fundraising fall short of the goal.
- Middle school activities will be funded next.

**Timelines:**

- The committee will update the Board in early March regarding the status of fundraising. If fundraising is adequate the Board will give the approval for high school activities to proceed.
- In early April, the committee will update the Board regarding the status of fundraising for middle school sports. If fundraising is adequate the Board will give the approval for middle school activities to proceed.

**MOTION: Marri Fluhrer made a motion that the Board approve the Co-Curricular Committee Fundraising Plan and timelines as outlined in the memorandum. It was seconded by Tim McCollister and passed unanimously 5-0.**

Several issues will need to be addressed at the upcoming regular session. These include: (1) The District's involvement with businesses for fundraising, (2) Gate receipt donations to the Foundation (Drama productions), and (3) Pay to Play Funds (to directly offset co-curricular expenses).

**PERS UNFUNDED LIABILITY: RESOLUTION #2003-03**

This agenda item was tabled until the regular session because additional information regarding the issue had not been received.

**ADJOURN**

The meeting adjourned at 8:00 P.M. The next meeting of the Board is scheduled for January 16, 2003.

**UPCOMING MEETINGS**

**January 16, 2003                      Regular Board Meeting              7:30 PM              Sublimity Elementary**

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**

**January 16, 2003**

**Sublimity Elementary - 7:30 PM**

The Regular Session for the North Santiam School District began at 7:30 PM at Sublimity Elementary School located at 431 Main Street in Sublimity, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Board Members Present were: Chairman-David Kinney, Vice Chairman-Tim McCollister, Dick Morley, Bill Grimes, Marri Fluhrer, Michelle Gescher, and Donald Blades. Others present included: Superintendent-B.J. Hollensteiner, Secretary-Mary Richards, and Business Manager-Wendy Gilson.

**SPOTLIGHT**

Led by their music teacher, Patty Keeton, Sublimity School Band students in grades 5-8 participated in a short concert for the Board that included a variety of different musical selections.

**PUBLIC PARTICIPATION**

Todd Prichard, ASB President of Stayton High School, along with several other ASB representatives presented the Board with a check for \$3000 towards Spring Sports from the ASB School Fund. It will be given to the North Santiam Schools Foundation for distribution towards the Spring Sports Program. He also presented the Board with a cake and thanked them for all the countless hours of work they give to the District.

Kris Sears asked what the status of the Mehama School property was. The District has checked into the value of the trees on the property and it is not cost effective to harvest the timber separately from the land. Wendy Gilson mentioned that a local realtor plans to do a drive-by appraisal soon.

**COMMUNICATION**

**Superintendent-B.J. Hollensteiner: School Board Recognition Month**

B.J. Hollensteiner read the proclamation by the Governor of the State of Oregon designating January as School Board Recognition Month. Board members received items from school children and staff that included cards, candy bars, t-shirts, notes, funny rhymes and cookie dough as a thank you for the time and effort they give to the North Santiam School District.

**Facilities Report-Wendy Gilson:**

Wendy Gilson reported that the custodial crew was almost finished at Stayton Elementary School. At the high school, they have removed old asbestos tiles and replaced them with new tiles. The cost of abatement was approximately \$1000. It's getting close to spring and the custodians have their mowers ready to go. If the District can afford to, the fields need to be sprayed or treated with weed and feed.

**Principals/Supervisors:**

The Board received written or oral building or activity reports from Marlene Fox (SES), Andrew Gardner (SUB), Randy LaFollett (SMS), Paula Baker (ML), and Charlotte Klampe (SHS).

**Personnel-B.J. Hollensteiner:**

The Superintendent stated that permission had been received to use Title A grant money to keep two teaching positions (one at Mari-Linn School and one at Sublimity Schools). Letters of retirement have been received from John Lulay, Diana DeLashmutt and Glen Winders.

**Curriculum/Instruction-B.J. Hollensteiner:**

The District is still working on the Title IIA Grant. A Science Curriculum Review Team will be meeting with the superintendent to evaluate the K-8 Science Curriculum.

**Business Manager-Wendy Gilson:**

The Board received a revenue expenditure forecast for the 2002-03 school year (with two scenarios regarding Measure 28), and a monthly statement in the board packet. The forecast shows a revenue decrease because the Pay to Play estimate was backed out. School Fund and Common School Fund money is coming in. Reductions are not all complete at this time. Next month's statements will include staff reductions.

The filing deadline for the May Election of school board members is March 20<sup>th</sup>. Four Board members terms expire at the end of June. They include: Dick Morley-Stayton, Bill Grimes-Lyons, Tim McCollister-At Large, and Donald Blades-At Large.

**Transportation:**

Lin Tanamachi gave the Board a written report. Trip costs are down and an additional special needs route has been added. The bus stop at Wolf Ridge Apartments has been seeing an increase in students.

**NSEA:**

Union members are going to the Capitol Building on Monday, January 20<sup>th</sup>, for support of schools and educational funding. Board members were invited to attend.

**ACTION/CONSENT ITEMS**

**MOTION: Donnie Blades made a motion that the Board approve items 5.1 and 5.2 of the action consent agenda (including the minutes from the December 19, 2002-Regular Session, the January 8, 2003-Special Session; and the retirements of John Lulay, Diana DeLashmutt, and Glen Winders). It was seconded by Bill Grimes and passed unanimously 7-0.**

**ADDED AGENDA ITEMS**

Two items were added to the agenda: 7.1 Surplus and 7.2 Letter of Understanding: Classified Union

**NEW BUSINESS**  
**ACTION**

**OSBA Pooled Pension Fund-Resolution # 2003-03: Pg 13-33**

Last spring the Board discussed participating in a bond to pay off its Unfunded Liability with PERS. It was decided to wait and see if the legislators would move to fix the PERS “problem”. Some districts have expressed a desire to move forward with financing at this time. OSBA and Seattle-Northwest have put together another Pooled Pension Bond this month. According to PERS the District’s projected 04/01/03 Unfunded Liability is \$15,374,590. PERS is currently charging the District 8% interest on this amount. The bond would be for 26 years. In the board packet was an estimate of the savings per year based on an interest rate of 6%, 6.5%, and 7%. The Pooled Pension Bond would not affect a Construction Bond in the future.

**MOTION: Bill Grimes made a motion that the Board adopt Resolution #2003-03 and approve the Letter of Intent and Payoff Letter as presented. It was seconded by Dick Morley and passed unanimously 7-0.**

**Surplus:**

The Board was given a list of items that need to be declared surplus in the board packet. It included lawn mowers, an International Tractor, air compressor tanks, and a universal gym. These items were either not working, in need of repair, outdated, or unsafe.

Gary Rychard made a request to the Board on behalf of the Sublimity Harvest Festival Foundation 501C3 for a donation of the old International Tractor that is on the surplus list. The Foundation has given over \$20,000 in donations to the North Santiam School District.

**MOTION: Dick Morley made a motion that the Board declare all the items listed except the International Tractor as surplus. It was seconded by Marri Fluhrer and passed unanimously 7-0.**

**MOTION: Dick Morley made a motion that the International Farm-All Tractor be listed as surplus and donated to the Sublimity Harvest Festival Foundation. It was seconded by Donald Blades and passed unanimously 7-0.**

**Letter of Understanding: Classified Union**

A Letter of Understanding between OSEA and NSSD was presented to the Board for approval. It allows classified employees that work six or more hours to have two 15-minute break periods and an unpaid lunch period. Employees who work up to four hours will receive one 15-minute break period. Employees who work less than four hours (3.5 or less) will receive no break period. This change in the contract aligns the union with BOLI (Bureau of Labor and Industries) regulations.

**REPORT/DISCUSSION**

## **OLD BUSINESS**

### **ACTION**

#### **Superintendent's Contract:**

David Kinney, Marri Fluhrer, and Tim McCollister met with Superintendent, B.J. Hollensteiner for contract negotiations. The team gave Board members a copy of the contract with the recommendation that it be extended for 1 year, until June of 2004. The superintendent will not get a salary increase and the insurance will have a cap that is equal to the teacher's 2003-04 contract.

**MOTION: Bill Grimes made a motion that the Board extend the superintendent's contact as presented. It was seconded by Dick Morley and passed unanimously 7-0.**

#### **Bond:**

Board members were given a handout of the Bond Executive Summary (11/15/02). Decisions need to be made regarding timelines for the bond. The Board decided that the issue should be discussed in a Work Session with a facilitator. A Work Session was planned for February 1, 2003 at 7:00 AM (later changed to 7:30 AM), at Stayton High School (later changed to Stayton Middle School). The agenda should include the (1) Bond, (2) Board Goals, and (3) Budget Process for 2003-04 Budget. The superintendent will schedule a facilitator. No other action was taken at this time.

#### **Fundraising Issues:**

There were several issues that the Board needed to address and possibly make decisions about regarding fundraising policy during this time of crisis. Policies reviewed included DFE-Gate Receipts and Admissions and KI/KJ-Public Solicitation/Advertising In Schools. The Board decided to leave policy KI/KJ as is and make some recommended revisions to policy DFE. The revisions to policy DFE will be added to the consent agenda in February.

#### **Budget Calendar for the 2003-04 Budget:**

Wendy Gilson handed out a draft of the 2003-04 Budget Calendar. Since there were no objections to the calendar, it will be added to the consent agenda for February.

## **REPORTS/DISCUSSION**

### **Policy Adoptions/Revisions:**

JFCG/JFCH/JFCI-Use of Tobacco, Alcohol or Drugs: Policy changes were required due to ORS and OAR changes. JECF & AR-Inter District Transfer of Resident Students: Recommended policy by OSBA, this new policy and AR add specific information and forms for students who wish to transfer out of the North Santiam School District.

The adoption of policy JECF and the revisions to policy JFCG/JFCH/JFCI will be added to the consent agenda for February.

## **INFORMATION ONLY**

### **FTE Enrollment:**

The FTE enrollment is currently at 2314, which is 20 students less than in December. Historically, our numbers do drop in the months of January and February.

**Field Trip Request List:**

SHS	01/08/03	Greenhouse Class: National Germplasm Repository
	01/11/03	Science Club/Astronomy Class: OMSI-Portland
	01/16/03	Zoology Class: Wildlife Safari-Winston

**Gifts Received by the District:**

Guido and Kay Keiner	Books/Puzzles	Sublimity Elementary
Linda Chase	Software/Cables/Notebooks	Stayton High School
Thomas Cory	Computer Equipment	Stayton High School
Linda Chase	HP Scanner	Stayton High School

**ADJOURN**

The meeting was adjourned at 9:45 PM. The next scheduled meeting will be a Work Session on Saturday, February 1, 2003. The next Regular Session of the Board will be on February 20, 2003.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**WORK SESSION**  
**MINUTES**  
**Saturday, February 1, 2003**  
**7:30 AM**

A Work Session for the North Santiam School Board was held on Saturday, February 1, 2003, beginning at 7:30 AM at Stayton Middle School, located at 1021 Shaff Rd., Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL:**

Board members present were: Chairman-David Kinney, Vice Chairman-Tim McCollister, Dick Morley, Bill Grimes, Donald Blades, and Michelle Gescher. Marri Fluhrer was absent. Others present included: Superintendent-B.J. Hollensteiner, Business Manager-Wendy Gilson, and several administrators and staff members. Greg McKinsey from the OSBA was present to facilitate the meeting.

**BOND:**

Greg McKinsey asked for a quick update on what had been done so far for the bond and where the district is at today in the process of getting the bond on the ballot.

The facilities director, Tom Hogstad, has reviewed each building with the architects to check on structural problem areas and estimate the maintenance costs for repair/replacement. Each building had its own problems and the Board decided that all building should be included in a construction bond.

The District held “Charette” meetings with the community to get ideas on what was needed and wanted at each school. They had meetings at each school starting with the high school in October of 2000. Approximately 15-20 community members attended each meeting. Architects from LSW were at the meetings to work on ideas presented for the designs.

The original amount that the architects came up with for all the “wants and needs” was close to 40 million dollars. The ideas and concepts were pared down so that currently the cost of the bond would be between 27-30 million dollars. This was done to help the passage of the bond as well as keep the tax lower for residents.

The preliminary work for the bond has been completed. A meeting to present the final plans was held with very little participation by the community, even with personal invitations sent out.

The questions that needed to be addressed by the Board at this Work Session included:

- 1) What is the final amount that the District will be asking for the bond?
- 2) Does the District go out for the bond now or later?
- 3) If later, what does the District do regarding the Sublimity Middle School?
- 4) Will the financial status of the District or information regarding educational advantages change the current configuration presented in the final drawings presented at the last public meeting?

**Bond Amount:**

The consensus of the Board was that the bond would be no more than 30 million dollars. This amount probably would not change, even if the configuration of the buildings did.

**When:**

The voters did not support the last two bond/tax initiatives. A survey of the communities has not been done to see why the voters rejected the bond levy in September. With the economy bad and not looking to improve in the near future, support for the bond may be low. Historically, Oregon voters usually reject anything that entails a tax increase. A strong group of citizens need to push for the passage of the bond with large visual promotions.

The consensus of the Board was that now is not a good time to put the bond on the ballot (March 2003). The Board will look towards the November 2003 or the March 2004 election.

**Sublimity Middle School:**

The Board did not really address what to do about Sublimity if the bond fails. There are some safety issues that they feel must be address soon.

**Consolidation/Configuration:**

The issue of the consolidation of grades 6-8 into one building within the District has been a topic of discussion for quite some time. During the Charette meetings and at the budget meetings for the 2002-03 Budget, portions of the community expressed an overwhelming preference for K-8 schools in the communities of Lyons and Sublimity. They also wanted their co-curricular activities kept separate.

Due to budget constraints, many middle school co-curricular activities had to be consolidated or cut from the 2002-03 budget. The Board decided not to consolidate the 6-8 grades for the 2002-03 School Year, but did state that the subject may have to be looked at again based on the savings to the District and the forecast of State School Funding for the 2003-04 School Year.

The Board would like a clear-clean decision on which way to go regarding the K-8 configuration before placing the bond before the community. A decision to have K-5

schools and a 6-8 consolidated middle school would most likely change the look of some of the current building designs.

The discussion continued with individual comments and no real consensus from the Board in many areas. However, consensus was reached on the need for additional information, the change in climate because of the State budget deficit, the need for additional input from a facilities committee, and the need for updated information regarding the financial impact to the District.

**Consensus:**

- 1) Complete a survey in each community to determine what the community wants. The Board has only heard from a select group who came to meetings last spring.
- 2) Apply for a \$500,000 grant from the Department of Energy that can be used as start-up money for new construction that uses energy conservation measures.
- 3) Have an outside agency do a financial study of the short/long term costs for each type of configuration, and the educational pro's and con's of the K-5/6-8 and K-8 configurations including their affect on co-curricular activities and programs.
- 4) Re-activate the facilities committee and meet with them by May 15, 2003.
- 5) Make a clean and clear decision regarding consolidation/configuration by June of 2003.

The Board discussed the realization that it must look for what's best for the majority of the District's students. The decisions it faces are hard even without having finances playing a major role in the decision. When the final decision is made, not everyone will be happy. Before the Board places the bond on the ballot, it must have a clear message to the public on the project configurations.

**BUDGET PROCESS AND ISSUES:**

Programs, staff, and supplies were cut over the past year to balance the budget. Budget Advisory Committees cut 1.2 million from the 2002-03 Budget before it was finalized in June of 2002. The Board has cut an additional \$717,915 as of February 1, 2003. The outlook for the 2003-04 Budget is not good. The latest estimates show a continuing decline in State revenue. Between now and June there will be many changes in those estimates that will be out of the District's control. Initial decisions regarding the budget may have to change as these estimates come in.

The consensus of the Board was to have the superintendent and business manager develop the budget with the input from administrators and staff from each building. The superintendent would take the budget to the District Leadership Team for their input and recommendations. It would then go to the Budget Committee in May and be finalized by the Board in June.

**DISTRICT GOALS:**

Because of the long discussion regarding the Bond and the need to end the meeting by 11:00 AM, the Board decided to discuss the district goals at a future meeting.

**ADJOURN:**

The Board adjourned the meeting at 11:00 AM.

**UPCOMING MEETINGS**

February 20, 2003	Regular Session	7:30 PM	SMS Library
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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION - 6:30 PM  
MINUTES  
February 20, 2003  
Stayton Middle School**

The North Santiam School Board held an Executive Session under *ORS 192. 660 (1)(i) Performance Evaluation* at 6:30 PM on February 20, 2003, at Stayton Middle School, located at 1021 Shaff Road, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL**

Those present included: Chairman-David Kinney, Vice Chairman-Tim McCollister, Dick Morley, Marri Fluhner, Bill Grimes, Michelle Gescher, Donald Blades, and Superintendent-B.J. Hollensteiner.

**PERFORMANCE EVALUATION OF LICENSED STAFF**

The Board reviewed the performance evaluations of licensed staff.

**ADJOURN**

The session adjourned at 7:45 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**SPECIAL SESSION - 4:00 PM**  
**MINUTES**  
**February 20, 2003**  
**Stayton Middle School**

The North Santiam School Board held a Special Session on February 20, 2003, at Stayton Middle School, located at 1021 Shaff Road, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL**

Those present included: Chairman-David Kinney, Vice Chairman-Tim McCollister, Dick Morley, Marri Fluhrer, Bill Grimes, Superintendent-B.J. Hollensteiner, and Secretary-Mary Richards. Board members absent were Michelle Gescher and Donald Blades.

**NIKE PRESENTATION: PHASE I COMPLETION**

Ron Osborne, project manager for Phase I of the North Santiam School District's Energy Conservation Project gave a report to the Board on its completion. Phase I was a \$491,000 project to develop and implement aggressive energy conservation measures to reduce operating expenditures, conserve natural resources, and improve the educational environment for students at Stayton Elementary and Stayton Middle Schools. This project began in the year 2000 with the passage of SB1149, which funded the audit work needed. Prior to this project's beginning, both schools exceeded 150% of the Oregon Energy Offices' Energy Use Index. Over the past two months SMS and SES have shown a 30% savings in their utility bills.

Ron took time to thank the maintenance department for their team approach to the project, B.J. Hollensteiner and Tom Hogstad for their leadership, Roger Ebbage of Northwest Energy for his technical support and baseline information, Betty Merrell of the Oregon Office of Energy for her help in interpreting documents and securing Nike Corporation as NSSD's business pass thru partner, Eric Latimer of Siemens Building Technologies for his crew's long hours and attention to detail, and to the Board for their forward thinking in allowing the District to take this project on. NSSD is the first district in the state to successfully complete the energy audit, use the resources available for upgrading systems, secure a pass thru partner, and complete a project.

Mike McBride, the Nike project manager for the business pass thru partnership, gave the district a check for approximately \$130,000 as well as a plaque for each school involved in the project.

The Board and superintendent expressed thanks to everyone involved, especially to Nike who has helped support the District in several projects over in the past few years.

**ADJOURN**

The session adjourned at 4:35 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chairman**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION  
MINUTES**

**Thursday, March 6, 2003**

A Work Session for the North Santiam School Board began at 6:00 PM at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Those present included: David Kinney-Board Chairman, Tim McCollister-Vice Chairman, Dick Morley, Michelle Gescher, B.J. Hollensteiner-Superintendent, Mary Richards-Secretary, and Wendy Gilson-Business Manager. Also present were several administrators and community members.

**BOARD GOALS**

The Board went over the *Board Goals* adopted in 2001 and discussed additional sub-goals to expand the main goals. These included:

Communicate Effectively

- ❑ Communicate school and district events to the Board on a regular basis to increase attendance.
- ❑ Continue visitation to schools and events by board members and superintendent.
- ❑ Continue communications between the Board and superintendent with staff about current issues facing the District.

Student Achievement

- ❑ Develop a “wish list” for each building and district level for supplies and services that could be donated.
- ❑ Develop a training program for volunteers.
- ❑ Emphasize reading instruction for K-12 through staff development activities.

Fiscal Management

- ❑ Develop a plan for baseline district services for students, which would include a *Savings Plan* to stabilize funding over a two-year period.
- ❑ Maintain facilities at current level and continue to investigate and secure grant options.

**BUDGET PROJECTIONS**

Superintendent-B.J. Hollensteiner and Business Manager-Wendy Gilson have been going to staff meetings and giving employees an update on the budget picture for the next few years.

Handouts with information on those discussions were given to the Board as well as the March Estimate of the State School Fund Grant for the year 2002-03 and 2003-04. The

projections indicate an average yearly shortfall of \$1,242,340 (with the 3% contingency included in the formula). The administration is working to keep staff up to date as much as possible. It is clear that with all those involved in the budget have been frustrated with the ever-changing information that continues to come from the State.

**ADJOURN**

The Board adjourned at 7:45 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**

**March 18, 2003**

The Regular Session for the North Santiam School District began at 7:30 PM at Stayton Elementary School located at 875 North Third Avenue, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Board Chairman-David Kinney, Board Vice Chairman-Tim McCollister, Members: Dick Morley, Marri Fluhrer, Michelle Gescher, Donald Blades, Superintendent-B.J. Hollensteiner, and Secretary-Mary Richards.

**SPOTLIGHT**

**Stayton Elementary School:** Marlene Fox, Principal of Stayton Elementary School, welcomed the Board and presented information on the integration of the SES *Guided Reading Program* and the *School Wide Title I Program*. Dawn Baker provided the Board with an insight into how literacy has become a part of the SES student's daily activity through direct reading instruction and small group environment reading based on student levels. This allows every student to work at their level with the correct materials and to feel safe and confident as they work with other students who are at the same level in reading. The Board took a minute to tour the SES *Book Room* where different levels of books and materials are available for students and teachers.

**PUBLIC PARTICIPATION**

Kim Maurer, an educator and parent, spoke to the Board about the concerns for herself and 42 other parents regarding the 2003-04 Budget and the need for equitable cuts across schools within the district. Parents would like to get together with the district and discuss the cuts that are going to directly affect their children and to brainstorm ideas for opportunities for increasing revenue in the district. Some ideas were presented in a letter given to each board member and the superintendent.

Tim McCollister, Michelle Gescher, Dick Morley, and Donnie Blades all agreed to meet with the parents and the superintendent to discuss their concerns and ideas. The superintendent was directed to set up a date and time for this meeting, and to notify those with an interest.

**COMMUNICATION**

**Superintendent:** B.J. Hollensteiner reported that the District had received a letter from the OSEA (classified) with a proposal to open negotiations. Tim McCollister and Donald Blades will continue as board representatives during the negotiation process.

Included in the information section of the board packet was the College Performance Report for those students who graduated in 2001 and attended a 4-year state college in Oregon. SHS graduates grade point averages were higher than the state average. State Assessment information was available for the first time. Students who received their CIM while enrolled in high school tended to have higher grade point averages.

Board Members were given an updated budget projection sheet as well as the March estimate for 2003-04 Budget. The projected State School Fund for NSSD has decreased more than 1.1 million dollars over the past few weeks. The superintendent reported that she had written a letter to NSEA (certified) asking them to consider another vote on the additional two-day cut from their contracted days.

**Facilities Report:** Wendy Gilson noted that the District is losing a valuable member of the maintenance crew, Dan Traver. Dan is moving to Montana and the District wishes him well. The District has decided not to rehire until the end of the year. A temporary three-hour position will save money, but the District will feel the loss of the five hours of maintenance work per day.

The SMS wall is estimated to cost between 35-45 thousand dollars to repair. Our attorney has contacted the architectural firm along with the construction team to pursue this issue.

Each spring the District budgets for the maintenance of equipment used during the summer months. This money pays for having the equipment cleaned, inspected, tuned up, and repairs done. Usually at this time the District is fertilizing the lawns, spraying for weeds, and beginning roof repairs. Wendy suggested that the Board discuss what priority the maintenance of the grounds should be.

**Principals/Supervisors:** Written and/or oral reports were given by: Marlene Fox (SES), Randy LaFollett (SMS), Andrew Gardner (SUB), and Charlotte Klampe (SHS).

**Business Manager:** Wendy Gilson reviewed the financial statements with the Board and noted that a small supplemental budget will have to be approved next month. There are four positions that expire on the Board this year. Several board members have filed with the elections office so far, but March 20<sup>th</sup> is the deadline. Bill Grimes will be retiring from his board position this year. The District is also looking for individuals to fill the five positions available on the Budget Committee.

**Special Programs:** B.J. Hollensteiner and Tom Anderson attended a workshop on March 14<sup>th</sup> regarding the No Child Left Behind Grant. The goals in the grant must blend well with the district's improvement plan (CDIP). Tom has a few days left on his contract and plans to work on this grant application, but the superintendent will most likely have to finish it up and get it turned in.

**Food Service:** Toni Silbernagel gave a written report to the Board.

**NSEA:** Gayle Clark mentioned that a letter was being prepared from NSEA asking the Board to review its policy on Inter-District Transfer Approvals.

### ACTION/CONSENT ITEMS

**MOTION:** Marri Fluhrer made a motion that the Board approve consent agenda items 5.1, 5.3, and 5.4 (including: the approval of the minutes from the February 20, 2003-Special Session, the February 20, 2003-Work Session, and the February 20, 2003-Regular Session; the approval of policy revisions to IKF/IKFC-Graduation Requirements and JFCJ-Weapons in Schools; and the approval of the Letter(s) of Agreement between the NSSD and NSEA regarding baseball and softball coaching activities for the 2002-03 spring sports season). It was seconded by Donald Blades and passed unanimously 6-0.

### ADDED AGENDA ITEMS

Maintenance of Grounds was added to the agenda as item 8.4.

### NEW BUSINESS

#### ACTION

**PERS Update and Resolution to Appoint Special Counsel:** The public finance department of Ater Wynne LLP has been dissolved and Preston Gates & Ellis LLP has taken over as the Special counsel for the Pension Bonds. A new resolution was drafted to make this change.

**MOTION:** Donald Blades made a motion that the Board adopt Resolution # 2003-04. It was seconded by Dick Morley and passed unanimously 6-0.

#### **Foundation Loan:**

When the North Santiam Schools Foundation was started the Board made a loan to the Foundation in the amount of \$6000. The Foundation has paid back \$3000 plus interest. The Foundation has been idle since its inception, but is now involved in the fundraising activities for the spring sports. It is the intention of the Foundation Board to pay the remaining owed, \$3,546.45 as soon as possible. A new Board was elected and has become very active over the last two months. Until the Foundation has collected enough funds to pay back the district, they are asking the NSSD Board to allow them time to make the repayment by December 31, 2004 or ask for another extension.

**MOTION:** Dick Morley made a motion to extend the timeline for repayment of the North Santiam Schools Foundation loan until December 31, 2004. It was seconded by Donald Blades and passed unanimously 6-0.

#### **Terrorism Insurance:**

Wendy received information regarding the possible addition of Terrorism Insurance to the District's current policy through Great American Insurance Company. If the district opts out of the additional insurance, the current policy would exclude losses from acts of terrorism as defined under the Terrorism Risk Insurance Act of 2002. The additional cost of this coverage is \$956 per year.

**MOTION: Donald Blades made a motion to reject the additional terrorism coverage offered by Great American Insurance Company. It was seconded by Tim McCollister and passed unanimously 6-0.**

### **REPORT/DISCUSSION**

**Calendar:** Randy LaFollett gave the Board a draft of the calendar for the 2003-04 School Year. Because the high school is on a 6-week grading period and K-8 schools are on a 9-week grading period, there will be a separate calendar for each. Changes in the calendar may have to take place based on budget projections as they were during the 2002-03 School Year. The calendar committee will get input from staff and bring a finalized calendar back to the Board at the April Regular Session.

### **OLD BUSINESS**

#### **ACTION**

**Mehama Property Update:** Wendy Gilson went over the necessary steps that must be taken before the sale of the Mehama property. There was discussion and a consensus of the Board that any money received from the sale of the property should be used only for capital projects. The Board asked that a background resolution be put together to explain the reasons for the sale including the cost to maintain the building and bring the building back up to code. A time for public comment on the sale of the property should be set up as well.

### **REPORTS/DISCUSSION**

**Goals:** The Board received a draft copy of the sub-goals they set at their Work Session on March 6, 2003. They asked that the DLT review the sub-goals and report back to the Board with their recommendations.

**Co-Curricular Report:** Jamie McCarty gave a report on the Co-Curricular Committee's efforts to raise money for high school and middle school spring sports and extra curricular activities. The goal for fundraising is \$111,000. Things are looking good with \$2,670 still needed for high school sports, \$5,950 still needed for high school non-sport activities, and \$7,100 needed for middle school sports. Team fundraising should bring in approximately \$8000 and several grants are pending that would total \$19,000 if they are received. Stayton Ford, McDonalds, and the Booster Club also plan to donate money as well. Plans for middle school sports should be finalized in April.

**MOTION: Dick Morley made a motion to authorize the continuation of the Co-Curricular Committee to work on funding for the 2003-04 School Year. It was seconded by Marri Fluhrer and passed unanimously 6-0.**

**Maintenance of Grounds:** Maintaining the grounds during the summer will cost about \$6,000 in supplies including the spraying of weeds, lime, and fertilizer. The grounds of the our schools seem to be an important issue for community members who have been

very outspoken in the past when the grounds were not being kept up. It took a lot of time and money to get them into the condition they currently are in and the Board would hate for them to revert back into their old condition. With the budget so tight, many things are going to have to be done on a priority basis. Volunteers may be able to help out and donations of fertilizer could be requested. Policy limits who can apply chemical fertilizers, but volunteers could help in other ways.

**INFORMATION ONLY**

**Enrollment:** FTE enrollment is holding steady at 2305.5, down only 1 FTE from last month. Actual student count is up slightly, but the district has lost FTE with seniors who are only half-time students for during the second semester.

**Field Trips:** A list of field trips was given to the Board in their Agenda-Explanation. Many Science field trips from the high school are being taken as part of the Shed-Ed Program.

**Gifts:** The Board acknowledged the gifts from the following people and thank you letters were sent out:

Richie Gooch	Used Dell Computer System	SMS	(Value \$100)
Bob Johnston	Used Computer System	SHS	(Value \$100)
Susan Sattem	Used 35 mm Camera/Lenses	SHS	(Value \$200)

**ADJOURN**

The meeting was adjourned at 9:15 PM.

**UPCOMING MEETINGS**

April 05, 2003	Booster Auction	TBA	Stayton High School
April 10, 2003	NCLB Regional Mtg	6:30 PM	Willamette ESD
April 17, 2003	Regular Session	7:30 PM	District Office

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
BUDGET HEARING  
REGULAR BOARD MEETING**

**MINUTES  
April 17, 2003**

A Budget Hearing for a supplemental budget began at 7:30 PM and the Regular Session for the North Santiam School District began directly after the hearing at the North Santiam School District Office located at 1155 North Third Avenue, Stayton, Oregon.

**BUDGET HEARING**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Those present included: Board Chairman-David Kinney, Board Vice Chairman-Tim McCollister, Members: Dick Morley, Marri Fluhrer, Michelle Gescher, Donald Blades, Bill Grimes, Superintendent-B.J. Hollensteiner, and Secretary-Mary Richards.

**SUPPLEMENTAL BUDGET**

Wendy Gilson reported information to the Board regarding the District's participation in the bond sale for *PERS Unfunded Liability*. The District was able to save approximately 3.21% interest or \$250,000 per year by participating in the bond sale. This will translate to over 6 million dollars in savings over the life of the bond. The bond sale has been completed and the money will be transferred at the end of April. The Board needs to approve of a supplemental budget to receive the money and appropriate it.

There was no public comment regarding the supplemental budget as presented.

**REGULAR SESSION**

**SPOTLIGHT:**

Glen Winders spoke to the Board about the loss of special programs like VICA at the high school because of budget constraints during the next few years. The VICA program has been very successful over the years and many students have gone to the State Competition as well as the National Competition. This year Mr. Winders received the State Advisor of the Year Award.

**COMMUNICATION**

**Board Reports:** Michelle Gescher reported to the Board that she had gone to Sublimity Schools to volunteer for a day and really enjoyed the experience. Tim McCollister, Donald Blades, Marri Fluhrer, and B.J. Hollensteiner attended the OSBA Regional Meeting in April. The discussion primarily covered the No Child Left Behind requirements. Another event attended by Dick Morley and B.J. Hollensteiner was the Masonic Lodge Teacher Appreciation.

**Superintendent:** B.J. Hollensteiner discussed Board Policy and State law regarding the paid and non-paid leave for those employees in the Army Reserve/National Guard who are called into service. She passed out a letter to the Board from the District's lawyer explaining what the law means and the responsibilities of the District.

**Facilities Report:** Wendy Gilson reported that there is a leaky roof at Mari-Linn School and continued costs for summer lawn care. Some things will have to be fixed even though the budget is tight.

**Principals/Supervisors:** The Board received written reports from principals Andrew Gardner (SUB), Marlene Fox (SES) and Paula Baker (M/L). Paula Baker also spoke to the Board regarding the removal of the fire damaged playground equipment and the installation of the old swings from the Mehama School. Randy LaFollett (SMS) reported to the Board that the National Guard had presented a program for awareness of Earth Day. Students were given key chains and T-shirts. The school had a BBQ and students got a chance to view a Humvee and Black Hawk Helicopter. Marlene Fox was also in attendance and invited the Board to Teddy Bear Day on 4/18/03. She also passed out a class newspaper that was published in April.

**Business Manager:** Wendy Gilson reported to the Board that the ending balance is climbing up and the projection for the beginning balance for the 2003-04 Budget is approximately \$500,000.

**Food Service:** Toni Silbernagel reported her concerns regarding the loss of student school days and how that will affect the revenue for the School Lunch-Breakfast Programs.

**Transportation:** Lin Tanamachi reported that bus trips are down 42% from last year at this time due to schools being very careful with their budgets. Each year bus drivers donate trip time to schools. Laidlaw is also donating trip credit to each school based on their enrollment. Credits range from \$264 to \$716. Lin noted that they "have been so impressed by all the fundraising efforts and wanted to do their part during this difficult time".

**Think Tank Report:** Randy LaFollett reported about the *Think Tank Project*, which was set up to figure out what would have to be cut to balance the 2003-04 Budget based on the current School Fund allocation from the State. Based on the worst-case scenario for the allocation the group came up with an amount that needed to be cut. Because schools are a service industry and the bulk of the budget is spent on employee salaries and benefits, jobs will be affected.

**NSEA:** Gayle Clark stated that the Union is willing to look at the issue and ways to save jobs. She told the Board about a planned upcoming union meeting to discuss the possibility of a re-vote on the two-day cut from their contracted days.

### ACTION/CONSENT ITEMS

**MOTION: Dick Morley made a motion that the Board approve items 6.1 to 6.3 of the consent agenda (including the approval of the minutes from the March 6, 2003-Work Session, the minutes from the March 18, 2003-Regular Session; the acceptance of the retirement of Wendy Gilson; the approval of leaves of absence for Shannon Stinnett and JoAnn McEachran; and the approval of the Letter of Agreement between the NSSD and the NSEA regarding track coaching activities for the 2003 season). It was seconded by Tim McCollister and passed unanimously 7-0.**

Based on the Think Tank Report and NSEA's statements, Item 6.4, which was the 2003-04 Calendar, was pulled until May to give the NSEA and the District time to look at possible waivers to the contracted days for employees.

**MOTION: Dick Morley made a motion that the Board authorize and encourage discussions with the Unions regarding a waiver process for contracts because of economic issues and that the process begin immediately. Tim McCollister and Donald Blades would continue in their current role as Board representatives for the process. It was seconded by Marri Fluhrer and passed unanimously 7-0.**

### ADDED AGENDA ITEMS

Resolution #2003-10, the authorization of a Lease Purchase Agreement to begin Phase II of the Energy Conservation Project, was added to the agenda.

### NEW BUSINESS

#### ACTION

**TANS Borrowing-Resolution # 2003-05:** Each year the Board must decide if they need to borrow money to get it through the low months before taxes come in. This short-term borrowing (one year) is done when there is a discrepancy between revenue coming in and amount of the expenditures going out. In the past we have been able to invest this money and make money from the borrowing because investment interest rates were more than the borrowing interest rates. However, this year the rates aren't as good, so the District may not want to borrow the money for the entire year. Wendy Gilson suggested that the Board look at the interest rates again in December to make a decision on whether to make a change at that time.

**MOTION: Bill Grimes made a motion that the Board approve Resolution #2003-05 to allow the district to participate in OSBA's TANS borrowing pool for the 2003-04 School Year. It was seconded by Michelle Gescher and passed unanimously 7-0.**

**Appointment of the Budget Committee:** Wendy Gilson announced the five openings on the committee. She sent out notices through the local newspaper and sent letters to all incumbents and persons expressing an interest from the past year. Positive responses have come from Daren Goin, Doug Denson, Laura Wipper, Greg Loberg, and Wendie Bradley. Dennis Maurer and Eric Nichols still have two years of their term left.

**MOTION: Tim McCollister made a motion that Daren Goin, Doug Denson, Laura Wipper, Greg Loberg, and Wendie Bradley be appointed to a term of three years on the Budget Committee for the North Santiam School District. It was seconded by Donald Blades and passed unanimously 7-0.**

**WESD Services for 2003 to 2005-Resolution #2003-06:** There are two major changes in the use of the resolution dollars for this year, we will not be using the Information Technology Service through the Willamette ESD, we will instead go through Linn Benton, the reason being it is less expensive and there is the possibility, in cooperation with Regis High School, that the bandwidth could be expanded. This would increase the speed in which data moves through the system. The district will also be withdrawing from the Structure Learning Program for Middle School students and running its own program. Again, cost drove the decision in that it will be less expensive for us to run our own program as well as having more flexibility for placing children in the program. The other resolution services listed have set costs or are based on the number of students moving in and out of the need for service. The Board was given a list of the services that the district will be using for the 2003-2004 school year.

**MOTION: Dick Morley made a motion that the Board approve Resolution #2003-06 for services purchased through the Willamette Educational Service District for 2003-2005. It was seconded by Bill Grimes and passed unanimously 7-0.**

**Approval of Supplemental Budget-Resolution #2003-07 & #2003-08:** A supplemental budget in the amount of \$15,788,750 was discussed by Wendy Gilson at the Budget Hearing prior to the Regular Session of the Board. Two resolutions must be passed. Resolution #2003-07 is to adopt the supplemental budget and Resolution #2003-08 is to make appropriations.

**MOTION: Tim McCollister made a motion that the Board adopt the supplemental budget as described in Resolution #2003-07. It was seconded by Donald Blades and passed unanimously 7-0.**

**MOTION: Tim McCollister made a motion that the Board approve Resolution #2003-08 to appropriate funds as presented. It was seconded by Bill Grimes and passed unanimously 7-0.**

#### **REPORT/DISCUSSION**

**Superintendent's Evaluation:** It was agreed upon during the last evaluation process that the Superintendent's evaluation would take place in March or April. The evaluation form was included in the packet. Board Chairman-David Kinney asked the Board to begin filling out the evaluation. A copy of the superintendent's last evaluation will be mailed out to all members for review.

## **OLD BUSINESS**

### **ACTION**

**Mehama Property Update-Resolution #2003-09:** The Board reviewed the resolution that was prepared regarding the Mehama School property, its cost for maintenance, cost for upgrading to code, and the proposal for its sale. This resolution is one of the first steps needed before the final approval for the sale of the old Mehama School. The property would be *sold as is*. Current estimated value of the property is approximately \$195,000. The Board consensus at this time is that money from property sold should be put back into a capital fund for additional property purchases in the future. The next step in this process is to have a public hearing on the sale of the property.

**MOTION: Dick Morley made a motion that the Board approve Resolution #2003-09. It was seconded by Tim McCollister and passed unanimously 7-0.**

**Future Work Session:** Greg McKensie has been contacted to work with the Board and DLT to identify district direction and decisions that need to be made over the next two years. Developing and implementing a strategic planning process that would identify a mission and focus for the district over the next five years will be on the agenda. In order for the district to be efficient in its use of resources and staff, it is critical to have plans that focus on the long term. The district has dealt with numerous issues over the last few years and the superintendent feels it is time to review what has been done and what the next steps are that need to be accomplished. Mr. McKinsie can meet with the Board on May 20<sup>th</sup> or 21<sup>st</sup>. Either of those days works for everyone. The superintendent was directed to set up a meeting.

**Final Date: May 20, 2003**

**Time: 6:30 PM**

**Place: District Office**

**Lease Purchase Agreement for Phase II-Resolution # 2003-10:** This resolution authorizes a lease purchase agreement for the purpose of procuring energy conservation measures for phase II and designates the lease purchase as a qualified tax exempt obligation. The lease purchase agreement is for the renovated lighting and control systems.

**MOTION:** Dick Morley made a motion to approve Resolution #2003-10, which authorizes the Lease Purchase Agreement with First Security Leasing. It was seconded by Bill Grimes and passed unanimously 7-0.

### **REPORTS/DISCUSSION**

**Middle School Level Co-Curricular Fund Raising Report:** Randy LaFollett and Andrew Gardner gave a report on the middle school fundraising programs for spring activities. A handout was given to the Board showing the breakdown of costs for the program including coaches, officials, and transportation. Consolidation of the sports programs was needed to lower the costs. Therefore different sports are being offered at several locations. All students have the opportunity to participate in baseball, softball, or track although some will have to travel to practices. Expenses for middle school sports are approximately \$20,370. So far the fundraising project has raised \$19,053, with the

remaining amount to be raised at \$1317. Additional fundraising continues with T-shirt sales, transportation donations from Laidlaw, parent club donations, and the track team fundraiser. The committee feels they should have no problem coming up with the final funds needed. It was noted that Tom Anderson, former principal of Sublimity Schools, has donated his coaching salary for baseball to the middle school fundraising project.

**INFORMATION ONLY**

**Enrollment:** The Board was notified some corrections to FTE numbers from the March packet. Current FTE enrollment numbers are 2305.5 or still 40.5 FTE above the number budgeted for 2002-03.

**Field Trips:** The Board received a list of all overnight and day field trip requests during the last month.

**Gifts:** The following is a list of donations and gifts received by schools in the past month:

Emmett Quady Foundation	\$1000 Grant	Math Supplies-ML
Ester Heilbronner	\$75.00 Cash	NSSF-The Arts
George, Lynda, Jess Carter	\$25.00 Cash	SES
Roger Danielson	Used Computer	SHS-STRUT
Peter Roth	\$2500 Cash	Music Programs

**BOARD REPORTS**

B.J. Hollensteiner reported that in response to the letter submitted to the Board last month regarding parent concerns at Stayton Elementary School, a meeting was set up and all those who signed were sent out invitations to attend. Board members-Michelle Gescher, Dick Morley, and Tim McCollister attended the meeting and felt there was a very good discussion.

**ADJOURN**

The meeting adjourned at 9:20 PM.

**UPCOMING MEETINGS**

May 08, 2003	Budget Information Session	7:00 PM	DO
May 15, 2003	Regular Board Meeting	7:30 PM	SHS
May 20, 2003	Work Session	6:30 PM	DO
May 22, 2003	Budget Committee Meeting #1	7:00 PM	DO
May 29, 2003	Budget committee Meeting #2	7:00 PM	DO
June 05, 2003	Budget Committee Meeting #3	7:00 PM	DO
June 19, 2003	Public Budget Hearing	7:00 PM	DO
June 19, 2003	Regular Board Meeting	7:30 PM	DO

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**  
**May 15, 2003**  
**Stayton High School -7:30 PM**

The Regular Session for the North Santiam School District began at 7:30 PM and an Executive Session under *ORS 332.061-Hearing to Expel Minor Child* was held immediately following. Both sessions were held in the Stayton High School library located at 757 West Locust Street, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: David Kinney-Chairman, Tim McCollister-Vice Chairman, Dick Morley, Bill Grimes, Michelle Gescher, B.J. Hollensteiner-Superintendent, and Mary Richards-Secretary.

**SPOTLIGHT**

**Stayton High School: State Accreditation Report**

Charlotte Klampe reviewed the Northwest Association of Schools and Colleges State Accreditation Report for 2002-03. It was a very positive report that commended the school for its relatively broad and deep curriculum, its ELL program and teachers, its Special Education staff, and its Counseling staff. The report mentioned excellence shown in the well written and presented school publications, the Link Crew, the Academic Guide Group Program, the upkeep of the facilities, and the attractive and efficient library/media center. Strong areas included textbook adoptions, the inclusion of activity information on student transcripts, staff involvement in the School Improvement Process, the development and maintenance of comprehensive programs that appear to be appropriate for students, a very positive school climate which shows mutual respect and friendliness, and a high student participation rate in activity and athletic programs.

Mrs. Klampe noted that her staff needs recognition for a job well done. Even in tough economic times, they have kept upbeat and positive while continuing to provide a well-rounded education for students.

**COMMUNICATION**

**Board Reports:** Tim McCollister reported that he and Donald Blades met with certified staff and presented ways to reduce the budget. They are scheduled to meet again on May 20<sup>th</sup>.

**Superintendent:** B.J. Hollensteiner discussed the *No Child Left Behind* (NCLB) Advisory Group that has been formed to review *Title Grant* requests and make recommendations. The financial report from the State indicates an additional 119 million down in expected revenue for the 2001-03 biennium. The last K-12 budget projection from the State was 4.8 billion. A public hearing regarding the sale of the Mehama School

property is scheduled for Tuesday, May 27<sup>th</sup> at the old Mehama School beginning at 7:00 PM.

**Facilities Report:** Wendy Gilson reported on the District facilities and maintenance. There was vandalism at the high school when someone broke into the building. Bob Gore and Dan Goodman helped seal up the broken window. It will cost approximately \$2668 to replace the glass at the front of the building. With custodial time, locker room damage costs, student loss of property, and computer damage the costs could rise as high as \$10,000.

District school grounds continue to need fertilizer and spray. So far no volunteers have shown up to help with this effort. The request made several years ago to obtain the water rights on the Stayton Middle School Property has been approved. The District would like to drill a well to be used for watering the fields. The District has a limited timeline of one year to complete the drilling. Donald Blades and David Kinney plan to meet with Wendy Gilson to come up with a plan to get volunteer help. The question of how much fertilizer, spray, and watering the District will be doing this summer needs to be considered at this time.

**Principals/Supervisors:** Andrew Gardner, Paula Baker, Randy LaFollett, and Charlotte Klampe gave written building reports to the Board. Charlotte invited the Board to the upcoming high school concert, senior awards, and graduation.

**Personnel:** B.J. Hollensteiner reported that Sharon Trimble, the Title I teacher at Mari Linn has resigned.

**Business Manager:** Wendy Gilson reviewed the data in the board packet regarding the forecasted revenue expenditures and the monthly financial statement. An update from the State regarding small schools has had a negative impact on our budget of approximately \$51,930. This is an adjustment for the 2000-2001 school year.

**Transportation:** Lin Tanamachi gave a written report to the Board.

**NSEA:** The licensed staff re-voted on the additional 2 day cut from their contract and it passed at 75.9%. A copy of the agreement was given to Board members. The previous letter of agreement between the District and OSEA (classified union) stated that if the certified staff took the 2-day cut that they would follow suit.

#### **ACTION/CONSENT ITEMS**

**MOTION:** Tim McCollister made a motion that the Board approve action/consent items 5.1-5.3 (including the approval of the April 17, 2003-Budget Hearing/Regular Session minutes; the acceptance of the resignation of Sharon Trimble; and the approval of the 2003-04 school year calendar with a clarification of an additional vacation day on September 2<sup>nd</sup>). It was seconded by Dick Morley and passed unanimously 5-0.

## ADDED AGENDA ITEMS

The letter of agreement between NSEA and the NSSD regarding the change to the number of contract days for 2002-03 was added to the agenda.

## NEW BUSINESS

### ACTION

#### **Surplus:**

The Timber Town play structure at Mari-Linn School has been declared unsafe. There are several problems with the structure that were listed in the board packet from the *Loss Prevention Consultation Services* provided by *Great American Insurance Company*. It was placed on the inventory surplus list for Board approval. The Mari-Linn PTA is working on fundraising for a new structure that should be available to students in the fall.

Wendy Gilson noted that the advertisement for the sale of the play structure should indicate that it is unsafe and should be used only for parts.

**MOTION: Dick Morley made a motion that the Board declare the Timber Town play structure located at Mari-Linn School as surplus. It was seconded by Michelle Gescher and passed unanimously 5-0.**

## OLD BUSINESS

### REPORTS/DISCUSSION

#### **Grade Configuration Report:**

Nancy Heiligman and Kate Dixon have both worked for ODE and now do consultant work. Each has a long list of credits, which enhance their expertise in financial and educational issues. Together they presented a grade configuration report to the Board as requested and were available for questions. Highlights of the 23-page study and presentation included:

- Information on their approach to the study and the three alternatives for middle grade school configurations, their estimated costs, and the potential savings that could be generated under each alternative.
- Impacts of various alternatives with current budget constraints are addressed in the study.
- Alternative #1: To keep things as they are of course would save the District no money, but it is the least disruptive plan during these times of uncertain funding.
- Alternative #2: A middle school consolidation for all 6-8 grade students and a change for all elementary schools to become K-5 would save the district approximately \$47,792. An estimated \$323,547 in savings if the consolidation were implemented at the Full Funding 2001-02 level. The savings listed is less due to the mid-year budget reductions that the district implemented during the 2002-03 school year.
- Most districts throughout the state have moved away from K-8 schools. Of the current 65 left only NSSD and Silver Falls have K-8 in western Oregon, with the rest located in the small outlying areas of eastern Oregon. Usually there are more options for students in the middle school setting, which helps to meet the

diverse needs of the students. Consolidation of sports and activities make up most of the savings. A boundary change affecting current SES students would have to be made if this alternative was selected.

- Alternative #3: To move the 4<sup>th</sup> grade from SES and make the middle school an intermediate school with grades 4-8, while keeping SUB and ML as K-8 schools would save the district approximately \$25,720, based on staff changes. This would help ease the overcrowding at SES but would move the District farther away from the middle school model.
- Budget cuts have reduced a large portion of the estimated savings that could have been realized with consolidation. Educational programs at SMS that would benefit students in grades 6-8 have been eliminated.
- Current national studies state that effective teaching and learning programs/practices are what truly determine quality school, not the grade configurations as many think.
- Parental Involvement allows for a better climate and overall feeling of community. This is more of a volunteer program issue than of consolidation.
- The study concludes that no particular sequence of grade spans is perfect or in itself guarantees student achievement or social adjustment.
- Successful schools help students to know who they are and how they see their future.
- Narrow grade spans tend to impose stress on students because of the frequent transitions that are necessary as in middle schools with only 7<sup>th</sup> and 8<sup>th</sup> grade.
- Currently the NSSD has been having slow growth, which has kept the financial situation basically stable compared to those districts that have seen a decline in enrollment.
- Based on enrollment roll over figures, SES will be over its building capacity with 509 students next year.
- Significant long-term capital costs were not addressed in this study, but should be considered. Building and operating new K-8 schools may be more expensive over the long-term.
- A task force to set long term goals for teaching and learning practices in schools would be helpful in making decisions for the education of middle level students. Expectations for academic growth should be addressed.
- The re-configuration of schools and grade spans are affected by the District's vision, mission and any task force recommendations for the education of those students most affected.

**Letter of Agreement:**

**MOTION: Dick Morley made a motion that the Board approve the Letter of Agreement between the District and Certified Union regarding the reduction of an additional two days from their contract agreement for the 2002-03 school year. It was seconded by Bill Grimes and passed unanimously 5-0.**

**INFORMATION ONLY**

**FTE Enrollment:**

The 2002-03 budgeted FTE Enrollment was 2265. Currently, enrollment is at 2295.5, down slightly from last month. Comparatively, last year at this time it was at 2287.

**Field Trips:**

A list of end of the year field trips is included in the board packet.

**Gifts:**

The District received gifts from Judy Halse and Tracy Herrold (\$20 to SES-Library), Antonio Michel (butcher paper to SES), and Keith and Teri Butler (bingo supplies for middle school softball fundraiser).

**BOARD REPORTS**

Dick Morley brought up a concern regarding the Willamette ESD and the perks given to one of their top employees. He suggested that a letter be written to their Chairman of the Board expressing concern for the excessive compensation package given during this time of uncertain K-12 State funding. The consensus of the Board was to have Dave Kinney-Board Chairman draft a letter.

**EXECUTIVE SESSION -ORS 332.061-Hearing to Expel Minor Child**

The Board went into Executive Session at 9:25 PM to review the expulsion of a student residing in the district. Parents have a right to ask the Board to review and either overturn or amend the discipline regarding an expulsion unless it is a weapons violation. After careful review of the information presented by both the administration and the parents, the consensus of the Board was to uphold the decision of the Hearing Officer- Tom Anderson.

**ADJOURN**

The meeting was adjourned at 9:57 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION  
MINUTES**

**May 20, 2003 & May 29, 2003**

Work Sessions were held on May 20<sup>th</sup> and May 29<sup>th</sup> for the North Santiam School Board at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Board Members present included Chairman-David Kinney, Vice Chairman-Tim McCollister, Bill Grimes, Dick Morley, Marri Fluhrer, Michelle Gescher, and Donald Blades. Also in attendance was Superintendent-B.J. Hollensteiner, and members of the District Leadership Team. Donald Blades was absent on May 29<sup>th</sup>. Greg McKenzie of the Oregon School Boards Association facilitated the meetings.

**STRATEGIC PLANNING**

Mr. McKenzie passed out a booklet labeled Goal Setting Workshop. Other handouts included the 2000-05 Board Goals, the Sub Goals from the 3/6/03 Work Session, the NCLB Goals from the 4/29/03 Advisory Committee meeting, the performance indicators from the District Improvement Plan, and the assessment tool used for the 2000-05 Board Goals as set up by the DLT.

1-2 years goals that were discussed included:

- (1) Increase the reading scores of sub groups to 40% and increase overall reading at each grade level by 20% by the year 2004.
- (2) Adopt a *District-Wide Facilities Building Plan* by June of 2004.
- (3) Implement the *District Technology Equipment Purchase Plan* by June of 2005.

Discussion of the current goals and how they correlate with the mission statement took place. Core values and guiding principals were used to evaluate the goals. A review of the goal statements from the 5/20/03 meeting took place and new goals were added in. Board members and the DLT voted on goals and identified those most important.

Mr. McKenzie took all the notes and chart paper to his office and put together the following information for the Board.

**INTRODUCTION**

On May 20, 2003 the North Santiam School District Board of Directors and the District Leadership Team met with Greg McKenzie of Oregon School Boards Association for an annual goal-setting workshop. The workshop was continued on May 29, 2003.

After a presentation on the goal-setting process and group exercises, the following goal categories and *draft* goal suggestions were identified. Alongside each suggested goal is the number of votes received when the group narrowed the suggestions and goals were tentatively adopted.

## **WORKSHOP RESULTS**

### **Student Achievement**

1. Reduce Alternative Education and drop out rate by 10% with the next school year. (3)
2. Develop a comprehensive Alternative Education program for grades 6-12 to implement by September of 2004. (12)
3. Provide a variety of educational opportunities and motivating activities. (0)
4. Increase reading scores of NCLB subgroups so that a least 55% are achieving state standards by 2004. (0)
5. Increase student performance so that all schools will meet or exceed Adequate Yearly Progress by 2004. (9)
6. Improve teacher and teaching assistant knowledge of “best practices” to improve student achievement under NCLB. (5)
7. Develop and implement an articulated program of staff development that reflects identified learning needs of students in NSSD. (2)

### **District Operations**

1. Improve lunch and breakfast program by providing more nutritious options to meet \_\_\_\_\_. (0)
2. Reconfigure attendance boundaries to alleviate overcrowding at elementary level by September of 2004. (2)

### **Community Relations**

1. Increase communication with public on NCLB rules so parents become more involved to improve test scores by holding 4 community forums. (1)

2. Improve community relations by increasing community meetings and community input. (3)
3. Communicate district goals and report progress on goals at monthly board meetings. (0)
4. Build through community dialogue a student and parent resolve to complete 13 years of education as measured by a decrease in dropout rate. (1)

### **Technology**

1. Increase student use of information systems by 1 hour per week relating to math and reading beginning in 2003-04 School Year. (1)

### **Finance**

1. Create a \$1.0M rainy day fund by July 1, 2006. (8)

### **Staff Relations**

1. Increase staff acceptance of board decision. (0)
2. Increase communication with board/staff and staff/board to improve understanding. (4)

### **Board Relations**

1. Board members visit at least 3 schools in NSSD annually. (0)

### **Facilities & Equipment**

1. Complete construction of new and remodeled schools at Mari-Linn and Sublimity by September of 2007. (1)
2. Complete facilities plan that meets the needs of all students in district and has the support of a majority of community and staff. (4)

### **School Climate**

1. Increase family participation in schools in next 12 months. (0)
2. Align a comprehensive counseling program to meet guidelines of EPP. (2)

## **PROPOSED GOALS**

From the goal suggestions receiving the strongest support the following goals were tentatively adopted for school year 2003-04:

### **Goal No. 1**

**Develop a comprehensive alternative education program for grades 6-12 to be implemented by September of 2004.**

### **Goal No. 2**

**Increase student performance so that all schools will meet or exceed the NCLB's requirement for adequate yearly progress by 2004.**

### **Goal No. 3**

**Create a "rainy day" fund of \$1.0M by June 30, 2006.**

### **Goal No. 4**

**Take action to resolve the reconfiguration issue by September of 2004.**

## **REORGANIZATION OF STRATEGIC PLAN**

Some confusion arose from what appears to be more than one set of district goals currently in effect and some inconsistency in terminology for the district's goal-setting plan. In an effort to clarify NSSD's planning program let me offer the following suggestion for a format incorporating most of the existing work into a comprehensive plan. For purposes of this report, I will identify where each component was found. The model follows the path of VISION – MISSION STATEMENT (with Guiding Principles) – GOALS – ACTION PLAN that was discussed during the workshop sessions.

### **Mission Statement**

The North Santiam Public Schools will be a community of learners that provide an education based on high academic standards in a safe, respectful, accepting and collaborative environment. Students, parents and the community will engage in interactive and interdependent learning that provides challenging, personal and relevant educational opportunities for all students. Those experiences will support the development of confident successful and accountable community members who recognize their positive self-worth, responsibility to others and the importance of being a life-long learner. **(Taken from NSSD website)**

## **Guiding Principles**

We believe that North Santiam School District should:

1. Provide high quality school facilities that ensure a safe, functional, and inviting learning environment for students, staff, and community;
2. Communicate with the community to foster understanding about the needs of our students, our schools and the desires of our citizens;
3. Maintain a staff that maximizes student achievement {by increasing skills of licensed staff in teaching reading and math};
4. Provide opportunities and experiences that maximize each student's intellectual achievement {by increasing student academic achievement in math and reading};
5. Provide quality educational programs and facilities by prudently managing district funds while aggressively pursuing additional sources of revenue;

**(Taken from Adopted Goals dated 03/15/2001 and supplemented by Consolidated District Improvement Plan - Goals I & III indicated by { })**

## **2003-04 Annual Goals**

### Goal No. 1

Develop a comprehensive alternative education program for grades 6-12 to be implemented by September of 2004.

### Goal No. 2

Increase student performance so that all schools will meet or exceed the NCLB's requirement for adequate yearly progress by 2004.

### Goal No. 3

Create a "rainy day" fund of \$1.0M by June 30, 2006.

### Goal No. 4

Take action to resolve the reconfiguration issue by September of 2004.

**(Workshop Goals - 5/29/03 from above)**

**Action Plan**

To be developed by DLT and report back to board for implementation of the 2003-04 Goals.

**FOLLOW-UP ACTION****Board:**

1. Review re-organized plan above
2. Review 2003-04 Goals
3. Approve 2003-04 Goals and adopt as Board Policy
4. Publish 2003-04 Goals to staff and community

**Superintendent:**

1. Work with DLT to develop Action Plan to implement 2003-04 Goals
2. Present Action Plan to Board for approval
3. Align resources, professional development and improvement plan to address needs identified in 2003-04 Goals
4. Distribute 2003-04 Goals and Action Plan to entire staff.
5. Align evaluation goals of all staff with the Board adopted goals.

**ADJOURN**

The Goal Setting Work Sessions adjourned at 6:50 PM on May 29, 2003.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION**

**MINUTES  
May 20, 2003**

An Executive Session under ORS 192.660(1)(i) to discuss performance evaluations began at 5:00 PM on May 20, 2003, for the North Santiam School Board at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Those present included Chairman-David Kinney, Vice Chairman-Tim McCollister, Dick Morley, Marri Fluhner, Bill Grimes, Michelle Gescher, Donald Blades, and Superintendent-B.J. Hollensteiner.

**EXECUTIVE SESSION**

Superintendent-B.J. Hollensteiner discussed the goals set up by the Board earlier in the fall of 2002 and reviewed the progress towards each goal and how she accesses each area.

**ADJOURN**

The meeting was adjourned at 5:30 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION**

**MINUTES  
May 22, 2003**

A Special Session for the North Santiam School Board was held after the scheduled Budget Committee meeting on May 22, 2003, at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Those present included: Board Chairman-David Kinney, Vice Chairman-Tim McCollister, Marri Fluhrer, Bill Grimes, Dick Morley, Michelle Gescher, Donald Blades, Superintendent-B.J. Hollensteiner, Business Manager-Wendy Gilson, and Secretary-Mary Richards.

**REQUEST TO CONSTRUCT CONCESSION STAND/BATHROOMS AT SHS  
BASEBALL FIELD**

A proposal was presented to the Board regarding the construction of a concession stand with bathrooms at the high school baseball field area. The project would be at no expense to the District, since it would be a volunteer effort with donated supplies.

The floor plans were shown earlier to the maintenance department. Several areas of the plans would need prior approval by the department before construction could begin. The building must meet ADA requirements for the disabled, including wider door openings. Codes, building size, set backs, grading and flood plane issues, electricity/sewer/water accessibility, and adequate appliance outlets would have to be reviewed.

**MOTION: Dick Morley made a motion to authorize Dale Emery of Emery and Sons Construction to oversee the building of a concession stand with restrooms on the Stayton High School baseball field area after the final approval of all plans by the District Maintenance Supervisor. The construction project should be at no expense to the District with the use of volunteer workers and donated equipment and supplies. It was seconded by Donald Blades and passed unanimously 7-0.**

**ADJOURN**

The meeting was adjourned at 9:12 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION  
PUBLIC HEARING**

**MINUTES  
Tuesday, May 27, 2003**

A Work Session for the North Santiam School Board began at 7:00 PM at the Mehama School located at 22057 Emma Street, Mehama, Oregon.

**CALL TO ORDER, ROLL CALL**

Those present included: Chairman-David Kinney, Bill Grimes, Dick Morley, and Marri Fluhrer, Superintendent-B.J. Hollensteiner, and Business Manager-Wendy Gilson. Tim McCollister, Donald Blades, and Michelle Gescher were absent.

**PUBLIC HEARING REGARDING SALE OF MEHAMA PROPERTY**

This public hearing regarding the sale of the Mehama School property was set up so that the Board could hear any concerns from the community. There was no public comment.

Superintendent-B.J. Hollensteiner shared with the Board an email she received from Pam Johnson asking the District to donate the school and property to Canyon United People Serving (C.U.P.S.), which would use it for after school programs. At this time C.U.P.S. is still in the forming stage and has not been designated as a non-profit organization. The Board discussed the needed repairs, code requirements and the money that would be necessary to use the school for any student activities. The consensus of the Board was to sell the property and use the money for capital projects.

**ADJOURN**

The meeting was adjourned at 7:45 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**BUDGET HEARING**  
**MINUTES**  
**June 19, 2003**

A Budget Hearing for the North Santiam School District's 2003-04 Budget began at 7:30 PM at the District Office located at 1155 North Third Avenue, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: David Kinney-Chairman, Tim McCollister-Vice Chairman, Marri Fluhrer, Bill Grimes, Michelle Gescher, Donald Blades, Dick Morley, B.J. Hollensteiner-Superintendent, Wendy Gilson-Business Manager, and Mary Richards-Secretary. Also in attendance were approximately 20 staff and community members.

**BUDGET HEARING**

**Additional Adjustments:**

Wendy Gilson gave the Board handouts to explain the changes in the proposed budget. Several things have happened since the last budget meeting: (1) the debt service account (bond repayment) was credited \$392,484 instead of the general fund because of an accounting entry error, (2) May month-end spending was down \$115,955 and (3) an additional tax revenue of \$142,013 was received from Marion County. This totals \$650,452, which must be spread over the next two years.

The Budget Committee approved a list of DLT prioritized packages at their last meeting. A new list has been compiled because the District now has additional revenue. Packages #1-4 are the same. Package #4A was added and includes \$210,898 for K-12 support staff, \$72,102 for instructional assistants, and \$44,000 in textbooks. There were also slight changes to packages #5-8 to represent the shift in funds and the additions to package #4A.

**Review of Resolutions:**

Resolutions # 2003-11: Adopting the Budget, #2003-12: Making Appropriations, and #2003-13: Imposing and Categorizing Taxes-Combined were reviewed and clarified by Wendy Gilson.

**Public Participation Regarding Proposed Budget:**

There was no public comment to the Board about the proposed budget for 2003-04.

**ADJOURN BUDGET HEARING**

Board Chairman-David Kinney expressed his thanks to all the Budget Committee members, DLT, and community for their work on the budget. The Budget Hearing was adjourned at 7:45.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR BOARD MEETING  
MINUTES  
June 19, 2003**

The Regular Session for the North Santiam School Board began at 7:45 PM after the Budget Hearing. The hearing and session were held at the District Office located at 1155 North Third Avenue, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: David Kinney-Chairman, Tim McCollister-Vice Chairman, Marri Fluhrer, Bill Grimes, Michelle Gescher, Donald Blades, Dick Morley, B.J. Hollensteiner-Superintendent, Wendy Gilson-Business Manager, and Mary Richards-Secretary. Also in attendance were approximately 20 staff and community members.

**BUDGET ADOPTION**

Agenda item 10.1 Budget Adoption was moved to 4.1 on the agenda.

**MOTION: Marri Fluhrer made a motion to authorize the staff to proceed with expenditures under package #4A of the prioritized package list. It was seconded by Donald Blades and passed unanimously 7-0.**

**MOTION: Dick Morley made a motion that the Board of Directors of North Santiam School District 29J approve Resolutions # 2003-11 (Adopting the Budget), #2003-12 (Making Appropriations), and #2003-13 (Imposing and Categorizing Taxes-Combined). It was seconded by Tim McCollister and passed unanimously 7-0.**

**COMMUNICATION**

**Board:** A presentation was made to Bill Grimes for his long time service as a board member both for the North Santiam School District and for the Mari-Linn School District before the consolidation. Superintendent B.J. Hollensteiner presented him with an engraved clock from the District.

**Superintendent/Personnel:** B.J. Hollensteiner added the resignation of Pam Goodrich to the consent agenda.

**Business Manager/Facilities Director:** Wendy Gilson reported that medical insurance rates were up 16-17%. Blue Cross is dropping some of their packages, which will affect both the confidential and administrative groups. Financial statements and revenue expenditure forecasts were given to the Board. Wendy noted that Tans borrowing only cost the district 1.3 % interest this year.

Replacement siding has been installed on the modular building at Sublimity Elementary, a sheet rock project is being completed at Stayton High School, and there has been some recent vandalism at Stayton Middle School where damage was done to the flashing. Police plan to do additional patrols of that area.

**Principals/Supervisors:** Principal Marlene Fox gave the Board a written year-end report. Most administrators were at the COSA conference being held this week.

**Special Programs/Testing:** The superintendent reported that the results were in from the Oregon State Assessment Testing and also from the Oregon Plus Testing, Special Education folders are being updated as a year-end project, and Jill Galbraith has been doing exceptionally well as the TOSA for Special Education.

**Food Service:** Food Service Manager, Toni Silbernagel, reported that the summer food program will begin next week and will include the approximately 100 students in the summer school programs at SES and SMS.

**OSEA:** Gary Rychard, President of the classified union, reported that the changes in the budget and the additional revenue were good news. He felt the superintendent was quick to respond and communicate the plans for the revenue to both the classified and licensed unions. Each union appreciates being kept in the loop regarding the financial picture of the District.

#### **ACTION/CONSENT ITEMS**

**MOTION:** Michelle Gescher made a motion that the Board approve items 7.1 and 7.2 of the consent agenda as amended (including the minutes from the May 8, 2003-Budget Informational Session, the May 15, 2003-Regular Session, the May 20, 2003-Executive Session, the May 20 & 29, 2003-Work Sessions, the May 22, 2003-Special Session, the May 22, 2003-Budget Committee Meeting, the May 27, 2003-Work Session, and the May 29, 2003-Budget Committee Meeting; the acceptance of the resignations of Julie Jefferson, Lissa Bales, Pam Goodrich, and Barbara Gidley, and the approval of a 1-year leave of absence for Rachel Krieger). It was seconded by Marri Fluhrer and passed unanimously 7-0.

#### **ADDED AGENDA ITEMS**

Item 9.1 Co-Curricular Participation Fees was deleted and item 9.4 Board Elections was added to the agenda.

#### **NEW BUSINESS**

##### **ACTION**

##### **Board Elections:**

The District received the results of the May 20, 2003 Election. Incumbents Tim McCollister, Donald Blades, and Dick Morley were re-elected. Tracy Stoutenburg was the winning write-in candidate for the Mehama-Lyons area. She will be replacing Bill Grimes who is retiring from the School Board this year. The Board must verify the receipt of this information and return a written statement signed by the Board Chairman.

**MOTION:** Dick Morley made a motion for the Board to verify receipt of the abstract from the May 20, 2003 Election and accept the official election results. It was seconded by Donald Blades and passed unanimously 7-0.

Marri Fluhrer notified the Board of her recent move to Sublimity from Rural Stayton. The Board discussed her future status as a member of the board, since she has moved out of the zone in which she was voted to represent. Superintendent B.J. Hollensteiner gave the Board handouts of policy *BBB-Board Elections and BBD-Board Member Removal From Office*. Policy *BBE-Vacancies on the Board* was also brought to the attention of the Board.

Voters elect the School Board to serve the residents of the North Santiam School District. Even though Marri Fluhrer was representing a specific zone area, she was voted to represent by a vote from the entire North Santiam School District area.

The superintendent reminded the Board that they have the option of setting aside policy in this case. The Board asked the superintendent to talk to the Bruce Zager, lawyer for the District, regarding the current policy and how to interpret it. Does the policy need to be updated? How would such policy changes affect Marri Fluhrer's current position on the Board? The secretary was directed to put this issue on the July agenda for further discussion.

#### **Bread and Milk Bids:**

The bids closed on Monday, June 16, 2003 for Bread and Milk. Toni Silbernagel gave the board a written recommendation and also a comparison sheet showing details of the bids turned in. She recommended US Bakery and Curley's Dairy.

**MOTION: Donald Blades made a motion to award the milk bid to Curley's Dairy and the bread bid to US Bakery. It was seconded by Bill Grimes and passed unanimously 7-0.**

#### **Transfer From Contingency to Long-Term Debt Service:**

Due to an additional energy loan added mid-year, the District needs to increase its long-term debt service for interest payments. The amount of \$25,000 needs to be transferred into this 5110 account to prevent overspending when the final June payment is made.

*Policy Referral: DBK-Budget Transfer Authority*

**MOTION: Tim McCollister made a motion that the Board authorize the transfer of \$25,000 from Contingency to account number 100-5110-620-900 Debt Service. It was seconded by Bill Grimes and passed unanimously 7-0.**

#### **OLD BUSINESS**

##### **ACTION**

##### **Well Drilling:**

The district has received approval from the state to drill a replacement well at SMS. The estimated cost of the well is \$16,000. This well would be used to water the fields at the middle school. The Board discussed the impact of losing the water rights, which has taken the District four years to get. The District must drill the well before September of 2003 or lose the water rights. It will take approximately 30 days to complete the drilling and connecting the electricity to the pump.

**MOTION: Dick Morley made a motion to authorize the drilling of the replacement well at Stayton Middle School. It was seconded by Bill Grimes and passed unanimously 7-0.**

**Ground Maintenance:**

Ground Maintenance was addressed including the spraying, fertilizing, and watering of the grounds. Weeds are getting out of control and there is a safety risk for students who use the fields for sports. A few members of the Board felt that the money for the upkeep of the fields should not be a priority at this time.

**MOTION: Tim McCollister made a motion for the Board to authorize additional maintenance and upkeep of athletic fields during the summer months for the safety of students. It was seconded by Donald Blades and passed 5-2 with Marri Fluhrer and Michelle Gescher voting against the motion.**

**Goals:**

Following the work sessions of May 22<sup>nd</sup> and May 29<sup>th</sup>, a document outlining the suggested goals was prepared for the Board. Some suggestions were made about combining the district mission statement, the goals statements adopted two years ago, and the new goals from the meeting into a workable plan for the district. The District Leadership Team began working with the new goals at their recent retreat on June 17<sup>th</sup> and 18<sup>th</sup> to develop the action plans to go with each goal. A draft of the action plan will be available at the board meeting in July. The superintendent recommended the adoption of the goals as presented.

**MOTION: Donald Blades made a motion that the Board adopt the four goals for the 2003-05 school years as presented at the May 29<sup>th</sup> Work Session. It was seconded by Dick Morley and passed unanimously 7-0.**

**District Student Transfers:**

There has been much discussion about district transfers in the last year. A letter was sent to parents this spring to let them know the District needed more time than usual to make determinations on whether or not their children could transfer from one school to another or into the district. The District also held off on the out of district transfers until the board had an opportunity to review the issue. When staffing levels are complete and we know what class size will be, the District can move ahead with the transfers from one of our schools to another and address those wanting to come in from other districts.

The Board also discussed changes in the parameters of the *grandfather clause*. Pertaining to *grandfathered* students only, it was decided that (1) any student who has attended high school (grades 9-12) prior to September of 2003 will have automatic approval of transfer, (2) there will no longer be a family umbrella for this clause, (3) transition students going from grade 8 to the high school will no longer have automatic approval, (4) any student that does not fall under the above rules has 2 more years of automatic approval for transfer-after that time, students must return to the North Santiam School District unless they qualify for transfer under strict guidelines, (5) *grandfathered* students still can apply for transfer if they are disqualified from automatic approval under

the new changes, but strict guidelines will be enforced, (6) parents may request a meeting with the superintendent for further consideration of any transfer that has been denied.

It was the consensus of the Board to delegate the authority regarding transfers to the superintendent. Thus, not allowing parents to come before the Board if their transfer has been denied. Changes to policy *JECF and JECF-AR Inter-District Transfer of Resident Students* will be reviewed and discussed at the July meeting.

**INFORMATION ONLY**

**FTE Enrollment:**

FTE enrollment is currently at 2288.50 with a total student count of 2372.0 as of June 12, 2003.

**Day Field Trip Requests:**

Copies of end of the year field trip requests were given to the Board for their information.

**BOARD REPORTS:**

Dennis Maurer asked that several Board members come to the next North Santiam Schools Foundation meeting to go over the spring sports revenue/expense report. David Kinney and Dick Morley volunteered to attend. Dennis stated that he would contact them with the exact date and time of the next meeting.

**EXECUTIVE SESSION**

An Executive Session Under ORS 192.660 (1)(i)-Performance Evaluations was postponed until the Board Chairman receives the required information from several board members.

**ADJOURN**

The meeting was adjourned at 9:55 pm. The next Regular Session will be held on July 17, 2003 at the District Office starting at 7:30 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dave Kinney, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR BOARD MEETING  
MINUTES**

**Thursday, July 17, 2003**

The Regular Session for the North Santiam School Board began at 7:30 PM and was held at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included Chairman-David Kinney, Vice Chairman-Tim McCollister, Dick Morley, Marri Fluhrer, Superintendent-B.J. Hollensteiner, Business Manager-Wendy Gilson, and Secretary-Mary Richards. Tracy Stoutenburg, Michelle Gescher, and Donald Blades were absent.

**New Board Members:** Superintendent-B.J. Hollensteiner swore in Dick Morley and Tim McCollister as directors as they took the oath written in policy *BBBB-Board Member Oath of Office*. The superintendent will swear in Tracy Stoutenburg and Donald Blades in her office during the next week.

**Elect Board Chairman and Vice Chairman:**

**NOMINATIONS/MOTIONS:** Tim McCollister nominated Dick Morley as the Board Chairman for 2003-04. It was seconded by Marri Fluhrer. Tim McCollister made a motion to close the nominations. Marri Fluhrer seconded the motion. The board members present voted unanimously 4-0 to appoint Dick Morley as the new Board Chairman for 2003-04.

**NOMINATIONS/MOTIONS:** Tim McCollister nominated Donald Blades as Vice Chairman. It was seconded by David Kinney. David Kinney made a motion to close the nominations. Tim McCollister seconded the motion. The board members present voted unanimously 4-0 to appoint Donald Blades as the new Vice Chairman of the Board for 2003-04. There was some discussion regarding Donald's status as a new board member since he had not been sworn in yet. It was the consensus of the Board to do a revote at the next Regular Session in August.

**COMMUNICATION**

**Board:** David Kinney reported that the North Santiam Schools Foundation was able to fund the 2003 spring sports season through fund raising and donations. There will be some funds to carry over into the 2003 fall sports season if needed.

**Superintendent:** B.J. Hollensteiner gave handout to the Board of a short article from News Bytes regarding the Oregon Tax System. The article gave an overview of our state taxes compared with other states.

**Facilities Director:** Wendy Gilson reported that the new well at Stayton Middle School is up and running. A pump house structure has been built and the watering of playing fields has been taking place. Energy projects are getting completed on schedule and roofs are being fixed at Stayton High School and Mari-Linn School.

**Principals/Supervisors:** There were no reports from principals at the meeting. Randy LaFollett and Charlotte Klampe were in attendance.

**Business Manager:** Wendy Gilson gave the Board the revenue expenditure forecast for 2002-03 and the monthly statement ending June 30, 2003. Spending was down in the month of June more than expected. The District is in a good position coming into the next fiscal year. Wendy was still concerned that Oregon revenue is expected to continue to go down, which could mean the legislature cutting funds again. Because the District has not received some grant money that was finalized in February by the State, the District shows a negative in that budget area for the end of the year., which may be noted by the auditors. The District expects to receive the money any day. The School Board will have a new insurance company named Special Districts. They sent out an involved questionnaire to the District to check off which Wendy believes may be used to set the premiums.

**Personnel:** The interviews for the Business Manager position are in the second phase. Additional new hires have been added to the list that was in the board packet. It includes Erin Carter, 4<sup>th</sup> grade teacher for Stayton Elementary and Bonnejo Ixtacuy, Counselor for Stayton High School.

#### **ACTION/CONSENT ITEMS**

**MOTION:** David Kinney made a motion that the Board approve the action consent agenda items 4.1-4.5 with additions to personnel (including the minutes of the June 19, 2003-Budget Hearing and the June 19, 2003-Regular Session; the designation of B.J. Hollensteiner as the Chief Administrative Officer/Budget Officer/District Clerk; the designation of Wendy Gilson as the Deputy Clerk/Custodian of Funds; the designation of Garrett, Hemann, et al as Legal Counsel; the designation of Boldt, Carlisle & Smith as the Official Auditors for 2003-04; the designation of LGIP,US Bank-Stayton as the Depositories for School Funds; the authorization of a facsimile signature for B.J. Hollensteiner; the authorization of inter-fund borrowing within the fiscal year of 2003-04; the approval of the Board meeting dates as the 3<sup>rd</sup> Thursday of each month; the identification of confidential supervisors and employees as Wendy Gilson, Judy Gormley, Barbara Walton, Lorna Schwanke, Toni Silbernagel, Kelley Graham, and Mary Richards; the acceptance of the resignations of Julie Jefferson and Cari Ann Tautfest and the approval of new hires of Jason Ritter, Erin Carter, and Bonnejo Ixtacuy; and the authorization for the superintendent to file the 2003-04 ESEA: No Child Left Behind-Initial Consolidated Subgrant Application for Title I (A, C, D), Title II (A & D), Title III, Title IV (A), Title V (A), and Title VI (B). It was seconded by Marri Fluhrer and passed unanimously 4-0.

#### **ADDED AGENDA ITEMS**

##### **Pay to Play and Co-Curricular Fees:**

Jamie McCarty, Athletic Director for SHS, reported on the upcoming expectations for co-curricular programs with regards to a limited budget. He feels that to have a good, solid program the co-curricular budget for the District needs to be approximately \$240,000. If the legislature does not fund K-12 schools at the 5.0 billion dollar level, co-curricular programs will need additional dollars for the 2003-04 school year. Jamie's proposal to the Board was to increase the pay to play fee for high school students to \$100 per sport

with no family cap. All pay to play fees would go to help fund the co-curricular program with special funding conditions for drama. Currently the District's pay to play fee is \$50 per sport. Out of the Capital Conference schools, Cascade and Stayton High Schools are the only schools that charge less than a \$75 fee. Waivers are available so no child will be eliminated because of financial need.

Teams would still have the normal fundraising activities for new uniforms, special trips, etc. Pay to play funds would be directed towards the co-curricular budget (1132). At this time the high school is budgeting for freshmen, JV and Varsity teams.

Board members discussed the need for the proposed increase and decided that parents needed to know about a possible increase as soon as possible.

**MOTION: Dave Kinney made a motion to increase fees at Stayton High School to \$100 per sport effective August 1, 2003. It was seconded by Tim McCollister and passed unanimously 4-0.**

Additional discussion included: 1) the carryover of North Santiam Schools Foundation funds from the 2002-03 fund raising program for middle and high school co-curricular activities in the North Santiam School District, and it's use to help offset costs if needed, and 2) the need to look at the financial picture again next month.

**MOTION: David Kinney made a motion to direct all pay to play funds towards co-curricular activities, in addition to the currently budgeted 1132 amount for 2003-04. It was seconded by Tim McCollister and passed unanimously 4-0.**

## **NEW BUSINESS**

### **ACTION**

#### **PERS Savings & Budget Implications:**

The PERS Board met on June 30<sup>th</sup> and adopted final rates, which took effect July 1, 2003. These new rates take into consideration the modifications made in HB-2001, HB-2003 and HB-2004. The rates are significantly lower than what was projected and budgeted. The North Santiam School District budget was built on a PERS rate of 7.58%. Our rate is now .64%. This reduction could save the district \$482,545 in fiscal 2003-04.

The \$482,545 is above and beyond the money allocated in the "budget boxes". The superintendent's recommendation was to use the money for staffing rather than supplies and equipment, because staffing must be set for scheduling by September and supplies and equipment can be purchased at any time. The exact staff to be chosen would be done through the DLT given the amount of money that the Board wants to allocate. This is not one-time money. It will be available next year if the new PERS Board does not change the rate set by the current PERS Board. Even if the new Board does change, COSA and OSBA feel relatively sure the rates will stay the same for two years.

The superintendent recommended that half the money be spent in the 2003-04 Budget and the remainder saved for the future. The money would be used to put an array of positions back into the budget including: 1.0 Child Development Specialist, 2.0 Certified Staff Replacement, and additional hours of Instructional Aide time for classroom support.

**MOTION: David Kinney made a motion that the Board allocate \$200,000 to be spent on staffing for the 03-04 School Year. Exact staffing will be determined by the DLT. It was seconded by Tim McCollister and passed unanimously 4-0.**

**Surplus:**

A list of items to be approved as surplus was in the board packet. It included old cleaners and polishers for floors/carpets, a paint sprayer, a typewriter, a whirlpool, and an antique paper cutter.

**MOTION: David Kinney made a motion that the Board declare surplus the items delineated in the board packet. It was seconded by Marri Fluhrer and passed unanimously 4-0.**

**REPORT/DISCUSSION**

**Policy Adoptions/Revisions:**

A list of policy adoptions/revisions was included in the board packet with an explanation of the proposed changes. Changes to Special Education policies were mandatory due to state/federal law changes. These policies included: *IGBAJ & AR-Special Education (FAPE)*, *IGAF-AR-Special Education (IEP)*, *IGBAG & AR-Special Education Procedural Safeguards*, *IGBAE & AR- Special Education Participation in Regular Education Programs*, and *IGBA-AR-Child Identification Procedures*.

Other policy changes before the Board were: *JECF-AR-Inter District Transfer of Resident Students*, *JGE-Expulsion*, *BBD-Board Member Removal From Office*, *BBB-Board Elections*, *BBE-Vacancies on the Board*, *IGBHD-Program Exemptions*, *IKGA-Certificate of Initial Mastery (CIM) Proficiency Standards*, and *GBK/KGC -Tobacco Free Environment*. These policies were either OSBA recommended changes, mandatory changes, or clarification issues. These policies will be put on the consent agenda for the August Regular Session.

**Proposed Community Center:**

Mary Mitchell presented a feasibility study regarding the City of Lyons proposed *Community-Civic Center*. A copy of the report was in the board packet. In the year 2000, the City of Lyons did a survey and had community discussions regarding what the community wanted to see in a community center. A feasibility study was done and two primary locations were chosen as possible sites. One is 3.92 acres by the railroad tracks and the other is district property along 1<sup>st</sup> and 5<sup>th</sup> Streets in Lyons, just north of the current school location.

The City of Lyons is looking at both sites, but would prefer the area north of the school. Mary Mitchell needed to know if the future plans for expansion of Mari-Linn School would be using that area.

Possible scenarios include a community center with a library that could be used by both the community and the school. This center could help house after school programs, computer centers, guest speakers, etc.

The deadline for the application is August 1, 2003. It was the consensus of the Board to go forward and 1) allow the district property to be considered as a site, 2) receive architectural information and drawings from the City of Lyons, 3) give the City of Lyons

a copy of the current plans for the expansion of Mari-Linn School, and 4) to co-ordinate any information or efforts through the superintendent and school principal.

**RFP for High School Beverage Contract:**

The superintendent requested that the Board authorize her to send out an RFP to area beverage contractors for beverages at the high school. The beverage contract would probably be for five years. Currently “Coke” has the contract and the high school has had a great relationship with the company.

**MOTION: David Kinney made a motion to authorize the superintendent to send out a Request For Proposal (RFP) for beverages at the high school. It was seconded by Marri Fluhrer and passed unanimously 4-0.**

**OLD BUSINESS**

**REPORT/DISCUSSION**

**Board Goals-Action Plan Review:**

A copy of the action plan for the new board goals was enclosed in the board packet for review and discussion at the meeting. The District Leadership Team (DLT) plans to review the action plans during their August Retreat. The Board set up two tentative dates for a Work Session to review the plans after the DLT input. The dates were August 14<sup>th</sup> and August 19<sup>th</sup>. Contact was made with those board members not present and the Work Session date and time was finalized. A notice was sent out to all board members with the finalized Work Session set for August 19, 2003 at 7:00 PM at the District Office.

**INFORMATION ONLY**

**Recognition of Gifts:**

Ed and Cheryl Allender continue to donate many usable items to the North Santiam School District. Most recently they made a donation of computer equipment, science equipment and school supplies to Stayton Elementary School and Stayton High School. A thank-you letter has been sent out acknowledging the gift to the District.

**ADJOURN TO EXECUTIVE SESSION:**

**Performance Evaluations under ORS 192.660 (1)(i):**

As of July 17, 2003, David Kinney was still waiting for input from one more board member regarding performance evaluation information. This discussion was deferred until an Executive Session to be held after the scheduled Work Session in August.

**ADJOURN**

**MOTION: David Kinney made a motion to adjourn the meeting at 9:06 PM. It was seconded by Marri Fluhrer and passed unanimously 4-0.**

**UPCOMING MEETINGS**

<b>August 19, 2003</b>	<b>Work Session</b>	<b>7:00 PM</b>	<b>District Office</b>
<b>August 21, 2003</b>	<b>Regular Board Session</b>	<b>7:30 PM</b>	<b>District Office</b>

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION – 7:00 pm  
FOLLOWED BY EXECUTIVE SESSION**

**MINUTES  
Tuesday, August 19, 2003**

A Work Session for the North Santiam School Board was held at 7:00 PM followed by an Executive Session under *ORS 192.660 (1)(i), Performance Evaluation*. Both meetings will be held at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Those present included: Chairman-Dick Morley, Tim McCollister, Marri Fluhrer, Tracy Stoutenburg, Michelle Gescher, David Kinney, Donald Blades and B.J. Hollensteiner.

**2003-04 GOALS AND ACTIVITIES REVIEW**

The Board reviewed the proposed 2003-04 goals and looked at the activities for each goal as outlined on the definition sheet by the DLT. There was also some discussion regarding the goal of setting up a rainy day fund when the prioritized package update from 08/12/03 was reviewed.

**EXECUTIVE SESSION**

The Board went into Executive Session under ORS 192.660 (1)(i) to discuss performance evaluations.

**ADJOURN**

The meeting was adjourned at approximately 8:00 p.m.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**  
**August 21, 2003**  
**District Office - 7:30 PM**

The Regular Session for the North Santiam School District began at 7:30 PM. An Executive Session followed to discuss *Performance Evaluations under ORS 192.660 (1)(i) and Acquisition of Real Property under ORS 192.661 (E)*. Both sessions were held at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Chairman-Dick Morley, Tim McCollister, Marri Fluhrer, Tracy Stoutenburg, Michelle Gescher, David Kinney, Superintendent-B.J. Hollensteiner, and Secretary-Mary Richards. Donald Blades entered at 7:50 p.m.

Business Manager-Doug Middlestetter, and Principals-Charlotte Klampe, Randy LaFollett, Paula Baker, and Andrew Gardner were also in attendance.

**COMMUNICATION**

**Superintendent:** B.J. Hollensteiner told the Board about the upcoming OSBA Conference in November and asked that anyone interested in going to please contact the Board Secretary-Mary Richards so that she can register them.

**Facilities Report:** The new Business Manager-Doug Middlestetter gave his first facilities report. He has met with custodial staff at each building and learned from Tom Hogstad how to update the current software being used. Wendy Gilson was presented with flowers from the Board as they expressed their appreciation for a job well done.

**Principals/Supervisors:** Paula Baker noted that the Mari-Linn Parent Teacher Association (PTA) received a \$20,000 grant from the Oregon Community Foundation.

**Personnel:** There is a long list of new hires included in the board packet. Most of the hiring has been done, but additional SPED and ELL staff still is not complete. Kelley Graham, the Personnel Administrative Assistant, has been working on the Highly Qualified Staff report required for NCLB with principals and it should be done by the end of the week.

**Curriculum/Instruction:** Superintendent, B.J. Hollensteiner explained the term "Adequate Yearly Progress" and the 42 sub categories. The high school and middle school did not meet the adequate yearly progress standard with Hispanic and SPED students. Because students exit the programs as they pass, this leaves a distorted view of how many are actually meeting the standard. The expectation of AYP is that all students will meet the same standard.

**Business Manager:** Doug Middlestetter was happy to report that our revenue was greater than our expenditures for the 2002-03 school year. Financial reports were given to the Board as well as revenue expenditure forecasts for 2003-04.

**Special Programs/Testing:** Graphs and data on pages 25-29 of the board packet reflect information on State Assessments and Oregon + testing for students within the North Santiam School District. As students progress through school, scores tend to get lower. Skills tested get more and more complex, so it would not be unusual for scores to drop.

In September the staff will look at these figures and come up with some goals for improvement. It looks as though the Legislature is going to fund K-12 schools at 5.3 billion. The House and Senate passed a tax increase to help balance the budget, which could be voted on in February of 2004. In the meantime, the District must be conservative with its money.

**Transportation:** Lin Tanamachi told the Board that an additional day between Labor Day and the first day of school was a great idea and it will work well for transportation. The District is starting to get Office Depot credits from supplies purchased for the transportation department. Lin plans to review with the superintendent the consequences for any rule infractions and look at new OSBA recommended changes in transportation policy. A transportation report with the bus schedule was given to the Board. It explained the process for kindergarten students to obtain transportation services and also noted that **Darlene Gescher**, who has been serving the North Santiam School District for 35 years, was chosen as the **2003 Oregon School Bus Driver of the Year** out of approximately 12,000 drivers.

### ACTION/CONSENT ITEMS

**MOTION: David Kinney made a motion that the Board approve consent agenda items 4.1-4.3 (including the approval of the minutes from the July 17, 2003-Regular Session; the approval of new hires-Dale Sunderman, Patricia McKenzie, Ryan Somerville, Zane Meek, Joseph Williams, Susan O'Higgins, Kirstin Anderson, Douglas Middlestetter, Michael Ayers, and Rick Jones; the acceptance of the resignations of Dan Newbill, Andrea Moffat, Gordon Garrick, Loren Paul Sell, John Dixon, Karen Drouhard, and Brian Sikora; the approval of the recall of Gail Gartner; and the approval of the adoption/revisions to policies JGE-Expulsion, BBD-Board Member Removal From Office, BBB-Board Elections, BBE-Vacancies on the Board, IGBHD-Program Exemptions, IKGA-Certificate of Initial Mastery (CIM) Proficiency Standards, GBK/KGC-Tobacco Free Environment, IGBAG-Special Education Procedural Safeguards, IGBAE-Special Education Participation in Regular Education Programs, IGBAJ-Special Education Free Appropriate Public Education: FAPE). It was seconded by Donald Blades and passed unanimously 7-0.**

### ADDED AGENDA ITEMS

State Funding and Prioritized Boxes was added to the agenda as 7.1 under old business.

### NEW BUSINESS

#### ACTION

**Surplus:** Pacific Power and Light contacted the District to discuss the dangerous trees along Pine Street on Sublimity Elementary property that needed to be cut down. The wood needed to be declared surplus and approved for distribution to elderly and handicapped residents who need wood for heat this winter. PP&L gave the District coupons for \$25.00 each to replace the trees. Andrew Gardner, principal of Sublimity Schools, will work on the school project to replace the trees.

**MOTION: David Kinney made a motion that the Board declare the wood from the trees cut along Pine Street as surplus and approve its distribution to the elderly and handicapped. It was seconded by Donald Blades and passed unanimously 7-0.**

**Policy Adoptions/Revisions:** New Administrative Rules (AR's) have been added to policies. These include:

- **JECF (AR)-InterDistrict Transfer of Resident Students:** Based on the Board's discussion on 07/17/03 regarding the update of the appeal process.
- **JGDA/JGEA (AR)-Special Education Discipline and EEACC (AR)-Discipline Procedures for District Approved Transportation:** These Administrative Rules are mandated by the Oregon Department of Education and the State of Oregon because of new legislation.

### **REPORT/DISCUSSION**

**Property Purchase Opportunity:** A realtor contacted the superintendent on Wednesday, August 20<sup>th</sup>, to ask if the District was interested in purchasing property to the east of the high school. The property has an older house on it and is about an acre in size. Levi Wilson, the realtor, said the asking price was \$160,000. This would be a welcome addition to the high school site in light of the plans for construction of a new auditorium. The current plan to update was short in parking and space to "set" the auditorium in the best possible place. Doug Middlestetter, the new business manager, was checking on financing and zone issues. It was the consensus of the Board to make a conservative offer for the property.

### **OLD BUSINESS**

#### **ACTION**

**Board Vice-Chairman:** At the last board meeting Tim McCollister nominated Donald Blades as the Vice Chairman for the 2003-04 School Year. It was seconded by David Kinney and passed unanimously 4-0. However, after some discussion regarding Donald's status as a newly re-elected board member the Board decided that a revote should be taken at this meeting.

**Nomination: David Kinney nominated Donald Blades for the 2003-04 Board Vice Chairman. It was seconded by Marri Fluhrer. The nominations were closed and a unanimous ballot was cast for Donald Blades (7-0).**

**State Funding/Prioritized Boxes:** Even though the state is saying that there will be 5.3 billion funding for K-12 schools, it actually only equals 4.9 billion in real money. The District based the 2003-04 Budget on a 4.6 billion allocation of funds. With the possibility of additional funds, the Board revisited the prioritized boxes that were updated on August 12, 2003. It was the consensus of the Board to adjust the spending level to package # 6 (4.8 billion). At 4.8 billion, most of the co-curricular program can be restored at the middle school (no soccer/no cross country/no shuttle), additional staff can be hired at the high school and the technology position can be rehired. The Board decided to put off additional spending until after the 90 days required before an election (February).

**MOTION: David Kinney made a motion for the Board to authorize the hiring of a technology position. It was seconded by Donald Blades and passed unanimously 7-0. It was the consensus of the Board to hold off on spending additional money on textbooks and computers at this time.**

**Review of Co-Curricular Fee Increase:** At the last meeting the Board discussed and approved an increase in the co-curricular fees for the high school. They agreed to look at the financial picture based on the State budget at this meeting. The average fee for sports in the Capital Conference is \$75.00. An \$80 fee was also discussed with the middle school student activity fee increasing to \$40. Jamie McCarty explained to the Board some of the basic problems of transportation for students and was concerned if the District were to charge less than the \$100 fee then transportation services would have to be cut. This past spring coaching staff felt that students did not always have a safe and dependable ride home from games. It was the consensus of the Board to keep the high school fee set at \$100 per sport to insure student safety.

**Middle School Co-Curricular Plan:** Andy, Paula, and Randy worked together to outline a plan for the middle school co-curricular program if monies became available. The plan was set up to include cost per season so the entire allocation could be done season-by-season if necessary. The proposed plan is based on a 4.9 billion allocation for K-12 from the State. It does not include the shuttle, or the Cross Country and Soccer programs. The auditors have really been pushing for ASB funds to be spent each year by the students who raise the funds, so with this plan support for most of the equipment, uniforms, and games balls will come from ASB funds. Sports and activities included in the middle school co-curricular plan are:

- Volleyball
- ASB Activities
- Basketball
- Track
- Wrestling
- Dance Team
- Softball
- Baseball

**MOTION: Dave Kinney made a motion for the Board to approve the reinstatement of \$170,000 in the 2003-04 Budget for middle school and high school co-curricular programs. It was seconded by Donald Blades and passed unanimously 7-0.**

**MOTION: David Kinney made a motion for the Board to approve an increase in middle school activity fees from \$35 to \$40 per sport/activity. This increase would take effect with winter sports and activities. It was seconded by Tim McCollister and passed unanimously 7-0.**

**Mehama School Property:** New information about Mehama School indicates that the occupancy permit stays in force unless there is new ownership. Non-student use does not apply. Students could be returned to the building if needed. At this time there is no plan to use the building since Mari-Linn is not growing quickly. The building has many ADA access issues and any request for access for the handicapped or disabled would necessitate the District to bring the facility up to standards. It would be costly. The superintendent wanted the Board to have this new information prior to putting the building on the market in case they wanted to retain the building instead. There are

currently 3-4 people who have shown interest in the purchase of the building. There were no objections from the Board to continue with the disposal of the Mehama Property.

**REPORTS/DISCUSSION**

**City of Stayton Transportation Plan:** Mike Faught was scheduled to review the plans for transportation as described briefly in the board packet. He did not attend. Information on the City’s Transportation Plan was included in the board packet and several concerns were discussed.

**MOTION: David Kinney made a motion that the Board send a letter to Stayton opposing the streets proposed that would cut through Stayton Middle School property. It was seconded by Donald Blades and passed unanimously 7-0.**

**INFORMATION ONLY**

**Enrollment:** Projected enrollment based on roll ups and new Kindergarten pre-registration has the district *student count* at 2410. This translates to approximately 2342 FTE.

**Gifts:** The Board was notified of the donations from Cheryl and Ed Allendar and Trus Joist to the District. The Board acknowledged these donations and thank you notes were sent out.

**ADJOURN**

The Regular Session ended at approximately 9:30 p.m. and the Board went into Executive Session.

**EXECUTIVE SESSION**

The Board discussed performance evaluations under ORS 192.660 (1)(i) and acquisition of real property under ORS 192.661(E) during Executive Session.

**UPCOMING MEETINGS**

September 17, 2003	Regional Meeting	6:00 PM	Willamette ESD
September 18, 2003	Regular Session	7:30 PM	Mari-Linn School

**B. J. Hollensteiner, Superintendent**

**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**  
**September 18, 2003**  
**Mari-Linn School - 7:30 PM**

The Regular Session for the North Santiam School District began at 7:30 p.m. at Mari-Linn School located at 641 5<sup>th</sup> Street in Lyons, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Vice Chairman-Donald Blades, Tim McCollister, Marri Fluhrer, Tracy Stoutenburg, Michelle Gescher, Superintendent-B.J. Hollensteiner, and Secretary-Mary Richards. Board members Dick Morley and David Kinney were absent.

**SPOTLIGHT**

**Mari-Linn School:** Mrs. Franklin's first graders sang "Say Hello" with sign language. They made a book about the song and they learned about friendship quilts. They also sang "Peanut Butter & Jelly". Paula Baker, Principal of Mari-Linn School, talked about the elective area of study for students in the junior high level. The elective class schedule includes Choir, Band, Fitness Club, Keyboarding, Journalism, Leadership, and Peer Helpers. Trina Butler presented the Board with a report on the fundraising for new playground equipment for Mari-Linn by the PTA. The group has been fundraising for the past three years to replace the current equipment. They received \$20,000 from the Oregon Community Foundation, \$500 from the Friends of the Library, and over \$10,000 from area Lumber Industries. The group has met their goal and presented the Board with a picture of the playground equipment that has been ordered. They raised over \$47,000. They hope to have it installed soon after it arrives with volunteers and possibly help from the National Guard.

**City of Stayton Transportation Plan:** Mike Faught gave the Board some background information regarding the areas future growth needs and discussed areas of concern for transportation. Congested areas around schools within Stayton are being looked at, and ways to relieve it are being pursued.

Mike had a large map that he displayed and explained. He also gave the Board handouts. The City of Stayton is proposing access through the Stayton Middle School property. Dick Morley wrote a letter for the Board expressing concern for using the District's land. This change in the road system could lead to problems with the playground and trail system as well as future needs for expansion. There will be public meetings for comment on September 30<sup>th</sup>, October 15<sup>th</sup>, and October 20<sup>th</sup>.

**Recognition:** The **2003 Oregon School Bus Driver of the Year** has been announced as Darlene Gescher. Darlene has been working as a bus driver for students in our area for over 35 years. The Board recognized the award given and presented Darlene with a Certificate of Appreciation for all her years of service to the District.

## **COMMUNICATION**

**Board Reports:** The Board discussed the Regional Meeting that was held at the Willamette ESD. Peter Courtney took questions from the audience and goals for many districts was to set money aside in a “rainy day” fund. If funding becomes a problem in the future, the rainy day fund could help to keep teachers from being laid off and allow for needed supplies for the classroom. Overall the meeting was very good.

**Superintendent:** B.J. Hollensteiner reported that the District is in the process of identifying teachers that are not highly qualified. This process is part of the No Child Left Behind (NCLB) requirements.

There will be an American Roots Music Festival in early October. This festival is a music department fundraiser for equipment and supplies.

Enrollment has increased at Stayton High School and Stayton Elementary School more than anticipated. Stayton Elementary School enrollment is spread evenly across all grades. Boundary lines need to be looked at to help ease the increase. High school classes are overflowing. Some PE classes have almost 60 students in attendance. Additional periods have been added to some staff and a temporary teacher has been hired for Social Studies. Gary Rychard is now the district’s Truant Officer. He has been very busy enforcing the closed campus rule and the mandatory attendance law.

**Facilities Report:** Doug Middlestetter noted that start up has gone well for maintenance. Boilers have been inspected and are working. Work order requests are coming in and maintenance staff should be able to begin working on them by September 22<sup>nd</sup>. Long range planning needs to be discussed regarding maintenance of buildings. Traffic flow at the high school cafeteria is a definite problem. The wall at Stayton Middle School is almost completed and the warranty work has been honored.

**Principals/Supervisors:** The Board received written reports from Marlene Fox (SES), Andrew Gardner (SUB), Paula Baker (ML), and Charlotte Klampe (SHS). Randy LaFollett has been out on medical leave and Bob Prichard has been substituting for him at Stayton Middle School. Randy expects to return by the end of the month. Gayle Clark has been hired as the new Dean of Students for the Middle School. Marlene Fox invited the Board to attend the Fall BBQ that will be held on September 19<sup>th</sup> and also Open House on September 25<sup>th</sup>. Andrew Gardner reported that Open House at Sublimity Schools also be held on September 25<sup>th</sup> from 7:00-8:00 PM. Paula Baker displayed a quilt that is being raffled in November as a Mari-Linn School fundraiser and offered tickets for sale. Charlotte Klampe mentioned that class schedules were changing for some students because of class size and that the Metals and Woods classes have a full enrollment.

**Personnel:** Kelley Graham gave the Board a written report on new staff that had been hired over the past month.

**Business Manager:** Doug Middlestetter gave a written report to the Board, which included a monthly financial statement and the revenue expenditure forecast report. Spending is within a safe range at this time.

**Special Programs:** The superintendent reported that there have been major changes to IDEA. The impacts of the changes are set to begin in October with its reauthorization completed by the end of the year. Many of the rules have been impacted by NCLB. Data gathering has been an issue. NSSD will be monitored between January and February of 2004. The monitors will look at what NSSD has done with IDEA. Basically they provide a report card for the Special Education Program.

**Food Service:** Toni Silbernagel gave the Board a written report. Toni highlighted the increase of students eating lunch at both Stayton Elementary and Stayton High School.

**NSEA:** Gayle Clark introduced Diane North as the new president of NSEA. She will be coming to the board meetings to represent the union during the 2003-04 school year.

### **CONSENT AGENDA**

**MOTION:** Tim McCollister made a motion that the Board approve items 5.1 and 5.2 of the consent agenda (including the August 19, 2003-Work Session minutes, the August 21, 2003-Regular Session minutes, and approval of new hires-Mark Janke, Gayle Clark, Stephen Cole, Thomas La Roche, Jerald Schierling, and Bob Prichard). It was seconded by Michelle Gescher and passed unanimously 5-0.

### **ADDED AGENDA ITEMS**

**Easement to Proposed Skate Park:** The City of Stayton is asking for an easement in front of the Alternative Education Building so that the community can access the proposed skate park. The easement would involve the existing parking lot. The superintendent and principal of the high school will meet with city officials to go over concerns and the issue will be addressed at a later date.

### **NEW BUSINESS**

#### **ACTION**

**Property Purchase East of High School:** The offer that the District made for the property to the east of the high school was accepted. The offer was for \$147,000. Business Manager-Doug Middlestetter and Superintendent-B.J. Hollensteiner met with the inspector and there are some electricity, plumbing, and maintenance issues not unexpected in a house of that vintage. The superintendent recommended that a transfer be made from contingency to purchase the property.

**MOTION:** Michelle Gescher made a motion that the Board authorize the transfer of up to \$149,000 from contingency to account number 2540-530-900-000 to purchase the property east of the high school located at 743 West Locust Street, Stayton. It was seconded by Marri Fluhrer and passed unanimously 5-0.

**REPORT/DISCUSSION**

**Student Progress Report:** In order to keep the Board apprised of student achievement and expectations, the superintendent recommend three meetings to review information about student progress as well as progress towards board goals. Work Session dates for student progress reports were set for the 2<sup>nd</sup> Thursday of October, January, and March.

**OLD BUSINESS**

**ACTION**

**Adoption of Board Goals:** The Board reviewed the following goals for 2003-2004:

- To develop a comprehensive alternative education program for grades 6-12 to be implemented by September of 2004
- To increase student performance so that all schools will meet or exceed the NCLB’s requirement for adequate yearly progress by 2004
- To create a “rainy day” fund of 1.0 million dollars by June 30, 2006
- To take action to resolve the reconfiguration issue by September of 2004

**MOTION: Marri Fluhrer made a motion that the Board adopt the goals for the 2003-04 school year as discussed. It was seconded by Tim McCollister and passed unanimously 5-0.**

**REPORTS/DISCUSSION**

**INFORMATION ONLY**

**Enrollment:** FTE Enrollment as of 09/12/03 was 2386.5 for the District. These figures are higher than estimated and additional staff has had to be added.

**Field Trips:** The Board received a list of requested field trips in the board packet.

**Gifts:** AMACA Football Club donated 10 Soccer Balls to SHS as a thank you for the use of their field during the summer.

**ADJOURN**

The meeting adjourned at 9:06 PM.

**UPCOMING MEETINGS**

October 9, 2003	Work Session	7:00 PM	District Office
October 16, 2003	Regular Session	7:30 PM	District Office
November 20, 2003	Regular Session	7:30 PM	Stayton Middle School

**B. J. Hollensteiner, Superintendent**

**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**WORK SESSION**  
**MINUTES**  
**October 9, 2003**

On October 9, 2003, a Work Session for the North Santiam School Board was held at 7:00 PM at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Those present included Chairman-Dick Morley, Vice Chairman-Donald Blades, Tim McCollister, Tracy Stoutenburg, Michelle Gescher, David Kinney, Superintendent-B.J. Hollensteiner, Administrative Staff-Randy LaFollett, Paula Baker, Marlene Fox, Charlotte Klampe, and Andrew Gardner. Marri Fluhrer was absent.

**CITY OF STAYTON TRANSPORTATION PLAN REVIEW:**

Mike Faught gave the Board an update of the City of Stayton's revised transportation plan for the streets around Stayton Middle School. The collector street has been eliminated and now a loop to Kendall Way with a dead end at the middle school property farther north has been added.

**2003-04 GOALS ACTIVITY-STUDENT PROGRESS REVIEW**

A Power Point Presentation was given by B.J. Hollensteiner regarding the District's Oregon State Assessment Testing (OSAT) performance over time with a comparison of subgroups. Below are some highlights of that presentation:

**READING**

- Grade 10 Reading- has held steady at 32% meeting the standards since 2000-01.
- Grade 8 Reading- shows 53% meeting the standard in 2002-03.
- Grade 5 Reading- shows 70% meeting the standard in 2002-03.
- Grade 3 Reading- shows an improvement from 81% meeting the standard in 2001-02 to 92% meeting the standard in 2003-04.

**MATH**

- Grade 10 Math- is holding steady at 32% meeting the standard.
- Grade 8 Math- shows 45% meeting the standard in 2002-03.
- Grade 5 Math- has jumped from 52% meeting the standard in 2000-01 to 69% meeting in 2002-03.
- Grade 3 Math- has held fairly steady over the past four years. In 2002-03 85% met the standard.

## GENDER

- In grades 10, 8, 5, and 3 in both reading and math, females had the highest percentage of those meeting the standard.

## SUBGROUPS

- White females meet the standards more than any other group in both reading and math.
- Economically disadvantaged students tend to keep up with the average in both reading and math until the 8<sup>th</sup> grade level.
- NSSD students in grades 10 and 8 are below state average in reading and math.
- NSSD students in grade 5 are ahead of the state average in math, but behind the state average in reading.
- NSSD students in grade 3 are ahead of the state average in both reading and math.

## COMPARISON (1997-2003)

- Based on 2003 math scores- grades 10, 8, and 3 show an overall increase since 1997 while grade 5 is approximately 3% lower.
- Based on 2003 reading scores-grades 10, 5, and 3 show an overall increase since 1997, while grade 8 is approximately 2% lower.

## SCHOOL INFORMATION

A comparison of school scores from 2001-2003 shows a trend for more and more students not meeting the standard as they get progress through grade levels. This continues to show at both the District and State levels as well.

## **HEALTHY TEEN SURVEY REVIEW**

Board members were given the Oregon Healthy Teens Survey Results. Middle and high school students at Mari-Linn School, Stayton Middle School, Sublimity Schools, and Stayton High School participated in the survey. Participation was voluntary and the survey shows the results based on the 2000-01, 2001-02, and 2002-03 school years.

Remember, when reading the results of this survey, the number of students who answered each question impacted the percentages listed. It was noted to use particular caution in interpreting percentages based on fewer than 50 people responding.

This 18-page report showed indicators of thriving and youth problems, as well as influences on development for grades 8 and 11. A copy of this report was added to the board packet information for public review and is available upon request at the district office site.

**ADJOURN**

The meeting adjourned at 8:57 PM.

**Upcoming Meetings**

October 16, 2003	Regular Session	7:30 PM	District Office
November 20, 2003	Regular Session	7:30 PM	SMS

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**  
**October 16, 2003**

The Regular Session for the North Santiam School District began at 7:30 p.m. on October 16, 2003 at the District Office located at 1155 North Third Avenue, Stayton, Oregon. An Executive Session was held under ORS 192.660 (1) (d)-Labor Negotiations Consultations after the Regular Session.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Chairman-Dick Morley, Vice Chairman-Donald Blades, Tim McCollister, Marri Fluhrer, Tracy Stoutenburg, Michelle Gescher, Secretary-Mary Richards, and Superintendent-B.J. Hollensteiner. David Kinney was absent.

Also in attendance were Business Manager- Doug Middlestetter, Principals- Charlotte Klampe (SHS), Randy LaFollett (SMS), Marlene Fox (SES), and Andrew Gardner (SUB) along with approximately 10 other staff and community members.

**COMMUNICATION**

**Board Reports:** Tim McCollister gave the Board an article about taxes and school funding that he found useful.

**Superintendent:** B.J. Hollensteiner reported to the Board regarding the recent In-Service held on October 10<sup>th</sup>. Staff members received information on reading content areas for grades K-4 and 5-12. Teachers were able to share in groups in the afternoon about what works for them in helping students understand what they read in textbooks. The superintendent also notified the Board that she would be at a technology conference all day on October 23<sup>rd</sup> and 24<sup>th</sup>.

**Facilities Report:** Doug Middlestetter noted that boilers have been taken care of. The electrical retrofit has been finished and proactive preventative maintenance is taking place. The facilities data base is getting back on track with the help from Tom Hogstad. Minor modifications have taken place at the high school to help with traffic flow at lunchtime and ADA wheelchair access to the stage and drama area is complete.

**Principals/Supervisors:** Written or oral reports were received from Marlene Fox (SES), Charlotte Klampe (SHS), Paula Baker (ML), Randy LaFollett (SMS), and Andrew Gardner (SUB). Marlene Fox reminded everyone that the annual cookie dough sale at SES will begin soon.

**Curriculum/Instruction:** B.J. Hollensteiner reported that several committees are in different stages of formation. They include the Blue Ribbon Committee, the Report Card Committee, and the Alternative Education Committee.

**Business Manager:** Doug Middlestetter gave the Board revised handouts with a monthly statement and revenue expenditure reports. He explained that the State School Funding Grant now has true numbers instead of the estimated given by the State earlier. Also there is an employee benefits rate reduction based on the change in PERS. Contingency showed the cost of the property purchased next to the high school.

**Special Programs:** Four more 3.5 hour positions have been added to special programs because of additional student needs.

**Food-Service:** Toni Silbernagel gave the Board a written report on food service.

**Transportation:** The Board received a written report from transportation supervisor, Lin Tanamachi.

**OSEA:** Classified union members met with the superintendent and representatives from the Board regarding negotiation of their contract.

**Truancy:** Gary Rychard reported to the Board about his new position as the Truancy Officer for the District. Off campus violations, non-attendance, and skipping are all being addressed in grades K-12. A vehicle has been purchased for use in picking up students and returning them to school as well as for making home visits.

### **CONSENT AGENDA**

**MOTION: Donnie Blades made a motion that the Board approve consent agenda items 4.1 and 4.2 (including the approval of the minutes for the September 18, 2003- Regular Session and the hiring of Chris Shields). It was seconded by Tim McCollister and passed 6-0 unanimously.**

### **NEW BUSINESS**

#### **ACTION**

**Surplus:** Stayton Middle School submitted items to be approved as surplus. All are older model computers that are outdated and no longer used. A list was provided in the board packet.

**MOTION: Donald Blades made a motion that the Board declare the items delineated in the board packet as surplus. It was seconded by Michelle Gescher and passed 6-0 unanimously.**

### **REPORT/DISCUSSION**

**District Insurance:** Jack Darley reported that the insurance company that has carried the district's property insurance (Great American) for many years is no longer insuring school districts. Jack went out for bids and the low bid came in from the Special Districts Association that insures other public entities. The Association's reserve is 15 million and Jack is confident it can appropriately cover the district. OSBA does have an insurance program but it does not appear to have the reserve that the Special District Association has. Davis-Darley Insurance was named as the insurance company of record for the District in July. The expected increase in premiums did not happen last year, but it did this year, substantially. Jack clarified information and answered questions from board members.

### **OLD BUSINESS**

#### **ACTION**

**Calendar Changes:** On the original calendar that was adopted for the 2003-04 school year, November 10<sup>th</sup> was mistakenly assumed as the Veteran's Day observance. It is actually on November 11<sup>th</sup>. A note with a new calendar was sent out to schools in August when it was brought to our attention, but the high school did not get the change made before their calendar was published in their handbook. The change becomes an issue for several reasons. Union contracts state that staff will have Veteran's Day off and since state workers are off on the 11<sup>th</sup> and not the 10<sup>th</sup> it could be a problem for a number of parents trying to find day care or for families who have plans on the 11<sup>th</sup> because parents are off.

An additional change is needed to designate a student half day for students at the high school for parent conferences on November 6.

**MOTION: Mari Fluhrer made a motion that the Board adopt the changes in the 2003-04 calendar, which changes November 10<sup>th</sup> to November 11<sup>th</sup> as the Veteran's Day observance and November 6<sup>th</sup> to a half day for high school students. It was seconded by Donald Blades and passed 6-0 unanimously.**

**Blue Ribbon Committee:** In May of 2003, the Board received a report from Kate Dickson and Nancy Heilegman on Alternative Grade Configurations in NSSD. This report recommended the formation of a Blue Ribbon Advisory Committee to study the issue and then make recommendations to the Board on how best to handle the boundary issues, overcrowding and the grade configuration question for community schools. A School Board goal has been adopted to follow up on this report. The following names have been submitted by the principals as members of Blue Ribbon Advisory Committee: Trina Butler and Michelle Means for Mari-Linn, Patrick Tabor, Janet Shryock, Susy or Jesus Saray, Dennis Maurer, Mark or Theresa Peterman, and Shane or Sherrie Teeters for Stayton Elementary School, Paula Larson, Wendee Bradley, and Greg Loberg for Sublimity Schools, Bill Bosch, Kathy Farmer, Kathy Campbell, and Lynn Williams for Stayton Middle. The number of participants in each school area has been determined by the FTE enrollment of the school. This committee's charge is:

- To review and recommend (if necessary) changes in the district's boundary lines between schools,
- Make recommendations for re-configurations and grade spans in the community schools,
- Review current research on the best educational practices for middle school children's educational opportunities and make recommendations as necessary,
- Identify and make recommendations to ensure the district is cost efficient in terms of grade configuration for both the annual budget and future bond plans, and
- Make recommendations on dealing with the current overcrowding at SES and SHS.

The Advisory Committee schedule includes periodic updates to the Board. A final report will be made to the Board by April so that they can take action to resolve the configuration issue before school starts in September of 2004.

**MOTION: Marri Fluhrer made a motion for the Board to appoint those listed in the board packet to the Blue Ribbon Advisory Committee to review grade configurations. Stayton High School's committee member names will be given to the Board at a later date. It was seconded by Michelle Gescher and passed 6-0 unanimously.**

High school committee members include: Diane Nye, John Mack, Guy Hartle Darin Goin, Patti Curfman, and Ann Etzel. The Board was notified on October 17<sup>th</sup>. The first meeting for the Blue Ribbon Committee will be in early November.

**REPORTS/DISCUSSION**

**City Street Plan:** A letter was sent to the City of Stayton by Chairman-Dick Morley stating the Board’s concern over the plan’s inclusion of two, east to west, streets across the Stayton Middle School property. Mike Fraught spoke to the Board on Thursday, October 9<sup>th</sup> regarding revisions to Stayton’s Transportation Plan. This is an opportunity for the Board to discuss the plan openly. It was noted while looking at a colored aerial map that the collector street had been eliminated from the plan. A loop to Kendall Way has been added on the east with a dead end at the middle school property. This moves the street farther north. It was the general consensus of the Board that the revised plan was acceptable.

**INFORMATION ONLY**

**Enrollment:** Regular FTE enrollment is at 2395. Actual student count is 2473. The current FTE enrollment is 78 over what was projected for 2003-04.

**Field Trips:** Field trip requests from SES, SUB, and SHS were listed for review in the agenda-explanation for the Board.

**Gifts:** The Board acknowledged gifts given to the District from Lorna Schwanke and Frank Smith.

**BOARD REPORTS**

Board members were given a copy of the Annual Report for 2002, which included some information for 2003. The Annual Report is updated each year and presented to the Board. It is available on line at [www.northsantiamsd.com](http://www.northsantiamsd.com). Copies are also available at the district office site.

**ADJOURN**

The Regular Session of the North Santiam School Board was adjourned at 8:15 PM and the Board went into Executive Session under *ORS 192.660 (1) (d) Labor Negotiations Consultations*.

**UPCOMING MEETINGS**

Early November	Blue Ribbon Committee	TBA	TBA
November 20, 2003	Regular Session	7:30 PM	SMS
December 18, 2003	Regular Session	7:30 PM	DO

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**  
**November 20, 2003**  
**Stayton Middle School - 7:30 PM**

The Regular Session for the North Santiam School District began at 7:30 p.m. followed by an Executive Session under *ORS 192.660(1)(d)-Labor Negotiator Consultations*. Both meetings were held at Stayton Middle School located at 1021 Shaff Rd, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Chairman-Dick Morley, Vice Chairman-Donald Blades, Tim McCollister, Marri Fluhrer, Tracy Stoutenburg, David Kinney, Superintendent-B.J. Hollensteiner, Secretary-Mary Richards, and Business Manager-Doug Middlestetter. Michelle Gescher was absent.

**ACADEMIC SPOTLIGHT**

**Stayton Middle School:** Randy LaFollett, Principal of Stayton Middle School, explained the current elective programs available at SMS. Faced with funding cuts and a lost art program, the school had to look at other elective programs and make some changes for students.

Seventh period is the elective period at Stayton Middle School. During this period students have the choice of taking one of the following: Band, Choir, Peer Tutoring, Introduction to Computers, Speech & Drama, Leadership, Mathematics & Games, or the Art & Science program.

In the Peer Tutoring program students in grades 7 and 8 help with younger students and also may request to work in the office. Introduction to Computers can get kids a head start on high school credit as they learn needed keyboarding to keep up with technology. Leadership is learning how to research, argue a topic, and to provide testimony to a governmental agency (like the city council). Students made a presentation of the types of projects they have completed in Drama, Mathematics & Games, and Art & Science.

**COMMUNICATION**

**Board Reports:** Marri Fluhrer reported that she, Tracy Stoutenburg, Tim McCollister, and B.J. Hollensteiner all attended the Annual OSBA Conference, held on November 14<sup>th</sup>-16<sup>th</sup>.

While at the conference, Marri picked up some information regarding a grant for Oregon Small Schools. The Board discussed the criteria and felt the District should explore the possibilities. The superintendent will prepare a letter of interest and mail it before the deadline.

Tracy also mentioned she attended an informational meeting regarding Health and Dick attended a session on Oregon values. All agreed that the program was very good and well worth their time.

**Superintendent:** B.J. Hollensteiner talked about several committees and what's been happening. She met with the Alternative Education Committee during the month of November. They will be meeting periodically throughout the year to work on AE issues and coursework changes. The Blue Ribbon Committee's next meeting will be held on December 2<sup>nd</sup>. The superintendent met with Greg McKinsey from the OSBA and they are compiling information for the committee in a notebook. Paula Baker is heading a Report Card Committee to review the elementary report card set up.

The superintendent plans to discuss with staff the issues surrounding *Adequate Yearly Progress and No Child Left Behind*. She has already met with Stayton Elementary School staff. AYP information for the *District/School Report Card* that comes out in January.

Negotiations are in progress for classified employees. The superintendent, Tim McCollister, and Donald Blades have met with the classified representatives twice so far.

**Facilities Report:** Doug Middlestetter has been working with Tom Hogstad and they have updated the maintenance list so that it is current. There are some concerns about PCB's and florescent lighting. New liability and fines are being assessed. Doug feels that the District should look into having an assessment done for the District regarding the disposal of PCB materials. He also mentioned that repairs were being made to the maintenance department's pick-up truck and will cost approximately \$3000.

**Principals/Supervisors:** Oral and/or written building reports were given to the Board by principals: Charlotte Klampe (SHS), Paula Baker (ML), Marlene Fox (SES) and Andrew Gardner (SUB), and Randy LaFollett (SMS).

**Business Manager:** Doug Middlestetter gave the Board a copy of the revenue expenditure forecast and monthly statement for November. He noted that the \$117,582 expenditure was insurance costs.

**Special Programs:** It was reported by the superintendent that the District will have to hire an additional .50 FTE position to handle the increase in the needs of the SPED program that is expected in January.

**Transportation:** There was a concern from a parent regarding an area on Golf Club Road, which they felt was unsafe for students who had to walk to school. The superintendent reported that she went to the area, took pictures and visually measured the space to be about 17 feet long where there is no sidewalk. There is however plenty of space that is gravel where students can walk safely on the side of the road.

Buses had to pick up Mari-Linn Students early during the second week of November when the school lost heat, electricity, and phone service.

## **CONSENT AGENDA**

**MOTION: David Kinney made a motion that the Board approve items 5.1, 5.2, and 5.3 of the consent agenda including: the minutes from the October 9, 2003-Work Session, the minutes from the October 16, 2003-Regular Session; the appointment of Michelle Means, Diane Nye, John Mack, Guy Hartle, Darin Goin, Patty Curfman, and Ann Etzel to the Blue Ribbon Committee; the approval of a new hire-Tyson Gilmour, the resignation of Pamela Murphy, the retirement of Roger Putzler and the leave of absence for Brunk Conley. It was seconded by Tim McCollister and passed unanimously 6-0.**

## **NEW BUSINESS**

### **ACTION**

#### **Surplus:**

An older model Risograph RA 4200 from Mari-Linn School and an HP printer were submitted for surplus in the board packet. The Risograph machine is outdated and too costly to run and the HP printer is falling apart.

**MOTION: David Kinney made a motion that the Board declare surplus the items delineated in the board packet. It was seconded by Marri Fluhrer and passed unanimously 6-0.**

#### **Bus Safety: Resolution # 200304-01 and # 200304-02**

A Supplemental Transportation Plan has to be submitted to the State whenever students are picked up inside the 1-mile radius of the elementary schools or inside the 1.5-mile radius of the middle schools and high school. There have been two changes in the District that need to be approved by the Board. Resolution #200304-01 addresses the sidewalks that were installed in Sublimity, which rescinds a supplemental plan that was in place until this fall and Resolution #200304-02 requests a supplemental plan for the area north of Fern Ridge because of heavy traffic concerns.

**MOTION: Donald Blades made a motion that the Board approve resolution #200304-01 and #200304-02 to be submitted as part of a Supplemental Transportation Plan Request to ODE. It was seconded by Tracy Stoutenburg and passed unanimously 6-0.**

## **REPORT/DISCUSSION**

### **Rental Opportunity for District:**

The owner of the YST building on Wilco Rd approached the District to see if there would be an interest in renting, leasing or purchasing the building. The building has 3800 sq. ft. and a five-year lease would cost \$2400 per month. Possibilities for this site could include an alternative education program. A map of the building was included in the board packet. The Board discussed the opportunity and asked that a realtor be contacted to see what other types of spaces are available in Stayton along with expenses involved.

## **INFORMATION ONLY**

### **Enrollment:**

FTE Enrollment as of 11/13/03 was 2394.5 with an actual student count of 2463.

**Field Trip Requests:**

A list of field trip requests for October and November were listed on the agenda-explanation, which was included in the board packet.

**Gifts:**

The Board acknowledged gifts received from Steve and Jodi Hack, Dave and Juanita Neitling, Judy Lovell, and the Freres Foundation.

**Fund Raising Plan:**

Stayton Middle School sent notice to the Board regarding a planned fund raising event from November through December of 2003. They will be selling *2 for 1 Cards* through RST Fundraising. Diane North will make a written report to the Board upon completion of the fundraiser as required under policy IGDF-Student Fund Raising Activities.

**Upcoming Meetings:**

The Board was provided with a list of upcoming meetings.

**ADJOURN**

The Regular Session adjourned at 8:45 and the Board went into Executive Session under *ORS 192.660(1)(d)-Labor Negotiator Consultations*.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**REGULAR BOARD MEETING**  
**MINUTES**  
**December 18, 2003**  
**District Office -7:30 PM**

The Regular Session for the North Santiam School District began at 7:30 p.m. at the District Office located at 1155 North Third Avenue, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Dick Morley-Chairman, Tim McCollister, Marri Fluhrer, Michelle Gescher, David Kinney, B.J. Hollensteiner-Superintendent, Doug Middlestetter-Business Manager, and Mary Richards-Secretary. Tracy Stoutenburg and Donald Blades were absent.

**PUBLIC PARTICIPATION**

Jerry Aboud spoke to the Board regarding the proposed skate park in Stayton. The Stayton Site Committee voted not to support the current design plan. They would like to see the 0.75 acres donated to the city as a park. The NSSD had indicated that it was not in favor of the proposed location of the skate park. Mr. Aboud suggested that a pro-active stance to what is appropriate with some type of proposal from the District would be welcomed.

**COMMUNICATION**

**Principals/Supervisors:** The Board received written and/or oral reports from Charlotte Klampe (SHS), Randy LaFollett (SMS), Marlene Fox (SES), and Andrew Gardner (SUB). The high school collected 10,800 pounds of canned and non-perishable food for the food bank.

**CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve the minutes from the November 20, 2003-Regular Session. It was seconded by Michelle Gescher and passed unanimously 5-0.**

**ADDED-DELETED AGENDA ITEMS**

Item 6.3- Administrative Contract was deleted from the agenda.

**NEW BUSINESS**

**ACTION**

**Spending Priorities: Resolution #200304-03**

School funding levels continue to be a worrisome issue. The looming February ballot measure could result in less than anticipated funding for the 2004-05 school year. The District currently has stable funding to continue this school year as is, no layoffs, nor reductions in programs are projected. However, it is necessary to set priorities and plan very carefully on how money is allocated for projects in order for the District to continue

the programs and maintain services over next year and probably the next biennium. Resolution # 200304-03 formalizes the Board's commitment to maintain services to students as the highest priority.

**MOTION: David Kinney made a motion that the Board adopt Resolution #200304-03 with modifications to include the priority to reduce classroom size. It was seconded by Michelle Gescher and passed unanimously 5-0.**

**Maintenance Issues-PCB's:**

In 1977 a law was passed mandating special handling of fluorescent light fixtures and other items that contained PCB chemicals. The simple presents of a PCB containing item is not so critical, but LEAKS of PCB's are extremely critical. Handling and disposal is highly regulated and EPA has the power to fine \$27,500 per DAY per LEAK if not handled properly. School districts are currently being targeted for compliance.

The facilities department asked for the Board to authorize spending up to \$10,000 for the set up of a remediation plan and an initial site assessment for NSSD facilities. From that point forward, leaks and cleanups would be done according to the best practices available and EPA would be less likely to assess fines for having taken these steps.

**MOTION: David Kinney made a motion that the Board authorize spending up to \$10,000 for the set up of a remediation plan and initial site assessment for NSSD facilities. It was seconded by Marri Fluhrer and passed unanimously 5-0.**

**Maintenance Issues- SMS Roof /Siding, and Auditorium Lighting:**

Representative from the facilities department presented pictures and explained the problems with the Stayton Middle School roof and siding at the meeting. There is also an issue with the auditorium lighting at the high school. The estimated cost for fixing these areas will be approximately \$300,000. Some of the work will have to be completed during the summer. Approval for the transfer of funds from Contingency into Capital Projects was needed.

**MOTION: Tim McCollister made a motion that the Board approve the transfer of \$300,000 from the Contingency Fund (account #100-6110-810-990-000), and place it in the Capital Projects Fund (account #400-5200-710-900-000-000). It was seconded by David Kinney and passed unanimously 5-0.**

**Superintendent's Contract:**

The proposal for the Superintendent's contract was 2% cost of living raises, health insurance equal to that in the teacher's contract, with an extension of the contract for three years through 2006-07.

**MOTION: Marri Fluhrer made a motion that the Board approve the Superintendent's Contract through the end of the 2006-07 School Year with 2% cost of living raises and health insurance equal to that in the teacher's contract. It was seconded by Michelle Gescher and passed unanimously 5-0.**

**Surplus:**

We have been alerted that the cost will be going up to dispose of computer monitors. Monitors contain mercury thus are difficult to dispose of properly in landfill areas. Over the years, the District has received numerous monitors and other computer equipment through the STRUT program. The STRUT program closed down last year and the District now owns the equipment it accepted. The program was very beneficial to the District because we were able to use many of those given to us in classrooms, but we now find ourselves with monitors that need to be disposed of.

**MOTION: David Kinney made a motion that the Board designate as surplus the items delineated in the additional packet material handed out at the meeting. It was seconded by Tim McCollister and passed unanimously 5-0.**

**Ratification of the Classified Contract:**

OSEA and the District have agreed upon a 3-year contract with a 3% salary increase (with the re-designed step advancement chart), an increase in the District’s contribution towards insurance costs, and a payment between \$35 and \$42 per month to those employees not eligible for insurance. A complete list of the proposal was given to the Board. The District’s negotiating team recommended approval.

**MOTION: David Kinney made a motion to ratify the Classified Contract as presented. It was seconded by Michelle Gescher and passed unanimously 5-0.**

**REPORT/DISCUSSION**

**Assurances-122’s:**

Each year the District must assure the Oregon Department of Education that we are in compliance with the OAR’s under 581-022. The only area where we are not in compliance is in the area of textbook adoptions. The District is required to adopt textbooks on a state schedule. Math was to be adopted last year and implemented this fall for grades K-12. Budget reductions did not allow for adoption or purchase of materials. The solution for this issue is to verify to the state that the District’s current materials meet the standards set by the state. Teachers are being sent information to check whether or not our current materials meet state requirements, if so the Board can readopt those materials. We are scheduled to identify materials this year and make limited purchases for next year.

**OLD BUSINESS**

**ACTION**

**Budget Revisions: Reclassifications From Contingency Funds**

The Board has discussed at previous meetings and work sessions the transfer of funds from contingency into several areas which included: co-curricular objects (account #100-1122-xxx-500-230=\$170,000), technical support (account #100-2660-112-900-000=\$50,000), Child Development Specialist for ML (account #100-2120-111-200-000=\$25,000), Child Development Specialist for SUB (account #100-2120-111-300-000=\$25,000), and Modified Accrual-Rainy Day Fund Payback (account #620-710-900-000-000= \$100,000). The Board needed to approve of these proposed reclassifications from contingency to the accounts listed.

**MOTION:** David Kinney made a motion that the Board approve the transfer of \$370,000 from the Contingency Fund-account #100-6110-810-990-000, and disburse it to the accounts as discussed by Doug Middlestetter-Business Manager and delineated in the board packet. It was seconded by Tim McCollister and passed unanimously 5-0.

**REPORTS/DISCUSSION**

**Report on Mehama Sale:**

Doug Middlestetter passed out the booklet available to prospective bidders of the Mehama School property. The Board can accept or reject any bid. Ads are running in local papers and the Statesman Journal through January. Currently the District has four potential buyers for the property. The Stayton Mail plans to write an article regarding the sale of the school soon.

**INFORMATION ONLY**

**Enrollment:**

As of 12/12/03, FTE Enrollment is 2362.5 and the actual student count is 2439, which is down from 2463 last month.

**Field Trip Requests:**

The following list of overnight and day field trips was given to the Board:

**Gifts:**

The Board publicly acknowledged and thanked the following for their gifts to the District:

Peter Roth	\$3500	Support the Music Festival Fundraiser
Arthur Barrett	Computer	Stayton High School

**ADJOURN**

David Kinney made a motion to adjourn at 8:15 pm. It was seconded by Marri Fluhrer and passed unanimously 5-0.

**UPCOMING MEETINGS**

January 8, 2003	Work Session	7:30 PM	District Office
January 12, 2003	Blue Ribbon Committee	7:30 PM	District Office
January 15, 2003	Regular Session	7:30 PM	Sublimity Elementary

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

# NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR BOARD MEETING

## MINUTES January 15, 2004

The Regular Session for the North Santiam School District began at 7:30 p.m. at Sublimity Elementary School located at 431 Main Street in Sublimity, Oregon.

### **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Chairman-Dick Morley, Marri Fluhrer, Tracy Stoutenburg, Michelle Gescher, David Kinney, Superintendent-B.J. Hollensteiner, Business Manager-Doug Middlestetter, and Secretary-Mary Richards. Board members absent were Tim McCollister and Donald Blades.

### **SPOTLIGHT**

#### **School Board Recognition Month:**

Superintendent, B.J. Hollensteiner, read the letter signed by the Governor of Oregon, Ted Kulongoski and Secretary of State, Bill Bradbury, which proclaimed January 2004 as *School Board Recognition Month*. Board members were given a variety of thank you notes and small gifts for their countless hours of volunteer, unpaid service to public education and the children of the North Santiam School District.

#### **Sublimity Schools:**

Andrew Gardner, Principal at Sublimity Schools, was pleased to announce that Sublimity Schools received an Exceptional School Banner for the year 2003. There were only 91 schools across the state that received an exceptional rating on the school report card compiled by the Oregon Department of Education.

Chairman, Dick Morley and Superintendent, B.J. Hollensteiner handed out Academic Excellence Certificates of Award to students who met the State of Oregon standard for Benchmark I (grade 3) in both the reading and math in 2003. Mr. Gardner was pleased that so many had passed and spoke highly of the teachers and their support staff for pursuing excellence in the classroom at Sublimity Schools.

### **COMMUNICATION**

**Superintendent:** B.J. Hollensteiner notified the Board that the District had received a letter from the North Santiam Education Association (Licensed Staff) to open bargaining for a successor agreement. She reported that students missed 3.5 days in early January because of snow, but the District has 5.0 days built into the schedule for inclement weather. Therefore, none of these days will have to be made up at the end of the year for missed class time. Tim McCollister and Donald Blades were appointed to be on the negotiating team. Tracy Stoutenburg notified the Board Secretary that she would like to be available as an alternate if either Tim or Donald were unable to participate.

**Business Manager & Facilities Report:** Doug Middlestetter wanted to commend the maintenance staff for their cleanup of the areas around the schools and for their quick

response to fix broken pipes during the snow and ice storms. The Mehama School property is being advertised for sale. Eight packets have been requested for information about the sale. Bids on the sale will end in March. The Board received the revenue expenditure forecast in the board packet. Tax collections are coming in well. The contingency line changes were made based on the set asides approved at the last meeting. **Principals/Supervisors:** Charlotte Klampe (SHS), Randy LaFollett (SMS), Marlene Fox (SES), and Andrew Gardner (SUB) were in attendance. The Board received written reports from all principals. Andy thanked Ron Osborn for his work at Sublimity Schools over Christmas Break.

**Food Service:** Toni Silbernagel, Food Service Supervisor, gave the Board a written report.

**Transportation:** Laidlaw employees are doing a Bingo fundraiser on February 20<sup>th</sup> for Doernbecher Children's Hospital.

### **CONSENT AGENDA**

**MOTION: David Kinney made a motion that the Board approve consent agenda item 5.1, the minutes from the December 18, 2003-Regular Session. It was seconded by Michelle Gescher and passed unanimously 5-0.**

### **ADDED AGENDA ITEMS**

Surplus was added as item number 7.4 to the agenda.

### **NEW BUSINESS**

#### **ACTION**

**Second Language CIM Endorsement:** Students learn a second language through a variety of vocabulary, grammar and cultural activities. They participate in these activities by listening, reading, writing and speaking in the target language. Those who go beyond the general requirements in their study of a second language will be eligible for a *Second Language Endorsement* that can be added to their CIM Certificate. The CIM endorsement in Fine Arts, Second Language, and PE was changed during the last Legislative Session. Criteria for the endorsements will be developed over the next few years by the Oregon Department of Education and sent to districts as guidelines. Districts can begin awarding endorsements now and then adjust the guidelines, if needed, as each "model" is sent out by the ODE. Each district has been encouraged by ODE to adopt a set of guidelines for the *Second Language Endorsement*, much like the North Santiam School District did for the *Fine Arts Endorsement* in 2002.

The Stayton High School Second Language teachers, Linda Hansen and Les Conley plus the Principal, Charlotte Klampe, recommend the following criteria for use in the North Santiam School District.

To achieve the *Second Language Endorsement*, Stayton High School students must achieve the following three goals:

1. Have two years of seat time in the same language with a grade of B or better,
2. Have written exam grades of B or better, and
3. Have received a B or better on informal oral exams.

**MOTION: Marri Fluhrer made a motion that the Board adopt the criteria as presented for the Second Language Endorsement on the Certificate of Initial Mastery (CIM) for the North Santiam School District. It was seconded by Tracy Stoutenburg and passed unanimously 5-0.**

**WESD Resolution Services for 2003-05 (Resolution #200304-04):** Each year the Board must approve the ESD Resolutions. The Willamette ESD services are of no cost to the District, as the funding comes from the ESD tax base. The services provided include those used by students on an Individual Education Plan (IEP), which are high cost, low incident services. Other services include the loan of multimedia materials for instructional purposes and Internet service. These services are invaluable to the District. A complete list of resolution dollars spent on each service was enclosed in the board packet. *Policy Reference: IGBA-IGBAL Special Education.*

**MOTION: David Kinney made a motion that the Board adopt the resolution services provided by the Willamette Educational Service District for the 2004-05 school year, as indicated in Resolution #200304-04. It was seconded by Tracy Stoutenburg and passed unanimously 5-0.**

**Letter of Agreement-Licensed Early Retirement:** Janice Primus Wickett requested that she be allowed to take advantage of the early retirement clause in the licensed contract beginning at age 55 rather than 57. Dave Fiore, the Uniserve Representative, has forwarded a letter of agreement for your consideration. I have spoken with him and with Diane North, NSEA President about the agreement. Janice is requesting this because of a medical issue. The letter of agreement states that she would receive the five years of the stipend and 8 years of health insurance equal to what a person would receive if retiring at age 57. Because she is retiring early, 55 rather than 57, her insurance benefit would not continue past age 63. The agreement is dated so the insurance benefit would end on her birthday on 11/7/2011.

This is an unusual. It was recommended by the superintendent for approval because of the serious medical issue involved with medical verification.

**MOTION: Michelle Gescher made a motion that the Board approve the letter of agreement as presented. It was seconded by David Kinney and passed unanimously 5-0.**

**Surplus:** The maintenance department has requested that a 1977 Ford Pick-Up be declared as surplus. It broke down and has been replaced. The District needs to dispose of it so that we can discontinue paying insurance.

**MOTION: David Kinney made a motion that the Board declare surplus the 1977 Ford Pick-Up Truck submitted by the maintenance department. It was seconded by Marri Fluhrer and passed unanimously 5-0.**

**OLD BUSINESS**  
**REPORTS/DISCUSSION**

**Set Work Session Date for Student Progress Report:**

The planned Work Session for January 8<sup>th</sup> had to be canceled due to inclement weather. The new date and time for the report on student progress has been set for February 19<sup>th</sup> at 6:00 pm at the District Office.

**Blue Ribbon Committee Report:** Dennis Maurer and Wendie Bradley reported on the progress of the Blue Ribbon Committee to the Board. The committee has met four times so far and their next meeting is scheduled for January 28, 2004. They started by reviewing the charges given to them by the Board and receiving feedback from the superintendent regarding the specifics of those charges. They received a large notebook of information ranging from maps to configuration reports. After the first meeting they broke into subgroups to look at transportation, demographics, academics, facilities, finances, and community/social issues. They plan to have a community forum to let people know the direction that the committee is going with their recommendations to the Board regarding the following issues: boundary lines, re-configurations, educational practices, financial impacts, and overcrowding. They plan to get the media involved and produce some documentation regarding the pros and cons of these issues. Overcrowding seems to be what needs to be addressed as soon as possible.

**Preview Information on High Performance Schools:** Tom Hogstad introduced Greg Churchill from the Department of Energy. Greg shared with the Board and those in attendance information about a \$50,000 grant available districts that build High Performance Schools (HPS) as presented in the PowerPoint presentation. High Performance Schools are healthy and productive, cost effective to operate, and have a sustainable design and operation for an efficient use of resources. Benefits of a HPS include: utilizing the facility as a teaching tool, better student performance, an increase in average daily attendance, increase in teacher satisfaction and retention, reduced operating costs, and reduced liability exposure. Currently there are 11 districts that have a HPS in Oregon. Cost for a HPS is no higher if plans are made before building begins, especially with grants and tax credits that are available to help pay for some of the costs. This is the perfect time for NSSD to consider a HPS as it looks to upgrade and add additional buildings to the District through a bond. Current architectural drawing should be okay, but it was recommended that the District look into working with a firm that has a history of designing High Performance Schools. The Board will discuss the possibility of HPS construction as it progresses towards the vote on the bond.

**INFORMATION ONLY**

**Enrollment:** FTE enrollment as of January 8<sup>th</sup> was 2379.5 and actual student count was at 2455 (up from 2439 in December). An example of the enrollment information for January of 2003 showed a reduction in the number of student withdrawals. The superintendent noted that the use of a truant officer has substantially helped with student drop out and non-attendance.

**Field Trip Requests:** A list of requested field trips received between December and January was listed on the agenda explanation part of the board packet.

**Gifts:** The Board thanked the following people and business for their gifts to the District.

Jerry and Gloria Butler	Piano and Bench (Value \$1096)	SMS
Michael Schwartz	Used Computer (Value \$50)	ML
Gingerbread House	Ice Cream Cone Certificates (Value \$70)	ML

**ADJOURN**

**MOTION: David Kinney made a motion to adjourn. It was seconded by Marri Fluhner and passed unanimously 5-0. The meeting was adjourned at 9:05 pm.**

**UPCOMING MEETINGS**

January 28, 2004	BR Committee	6:30 PM	District Office
February 09, 2004	BR Committee	6:30 PM	District Office
February 17, 2004	Work Session	7:00 PM	District Office
February 19, 2004	Work Session	6:00 PM	District Office
February 19, 2004	Regular Session	7:30 PM	District Office

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION – 7:00 pm**

**MINUTES  
Tuesday, February 17, 2004**

The North Santiam School Board met in Executive Session under *ORS 192.660(2) Labor Negotiations* at 7:00 PM at the District Office located at 1155 North Third Avenue, Stayton, Oregon 97383.

**CALL TO ORDER, ROLL CALL**

Those present included: Dick Morley, Marri Fluhrer, Michelle Gescher, Tim McCollister, OSBA Facilitator-David Turner, and Superintendent-B.J. Hollensteiner. Tracy Stoutenburg, Donald Blades, and David Kinney were absent.

**NEGOTIATIONS**

David Turner from the Oregon School Boards Association presented information on contracts and bargaining trends within the state. The Board reviewed current contracts for possible areas of concern and discussed the history of insurance and pay increases as well as strategies for upcoming negotiations.

**ADJOURN**

The meeting adjourned at 8:00 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

# **NORTH SANTIAM SCHOOL DISTRICT 29J WORK SESSION & REGULAR BOARD MEETING**

## **MINUTES February 19, 2004**

A Work Session for the North Santiam School District began at 6:00 PM on February 19, 2004. It was followed by the Regular Session at 7:40 PM with an Executive Session under *ORS 192.660 (1)(i)-Performance Evaluation* immediately following. All sessions were held at the District Office located at 1155 North Third Avenue, Stayton, OR 97383.

### ***WORK SESSION***

#### **CALL TO ORDER, ROLL CALL**

Those present included: Dick Morley-Chairman, Donald Blades-Vice Chairman, Tim McCollister, Marri Fluhner, Tracy Stoutenburg, Michelle Gescher, B.J. Hollensteiner-Superintendent, Mary Richards-Secretary, and Doug Middlestetter-Business Manager. David Kinney was absent.

#### **STUDENT PROGRESS REPORT**

Superintendent, B.J. Hollensteiner, gave a Power Point presentation regarding student progress and the impact of changing demographics on the school environment in the era of increased accountability and fewer resources.

The following points were made in the presentation:

- Requests at the Community Resource Center and Local Food Bank are up.
- Results of the Healthy Teen Survey for grade 8 indicate that more kids are helping out with chores around the house, they are eating more fruits and vegetables, they are wearing seat belts more often, they are receiving an increase in the number of lessons concerning the dangers of tobacco use, they are smoking less, and they having less sexual intercourse.
- The survey also shows that 8<sup>th</sup> graders are showing an increase in drinking, and use of marijuana and other drugs. Depression and the consideration of suicide is down.
- These same students reported more positive family influences and more positive neighborhood assets.
- Indications on the survey for 11<sup>th</sup> graders showed more students were participating in volunteer, church and athletic activities, grades and homework activities are up, students are exercising more, and overall drug use was down.
- These same 11<sup>th</sup> graders reportedly are drinking and riding with those who have been drinking and driving more often, using tobacco more, having more sexual intercourse, and they are feeling more depressed and suicidal.
- They also reported more harassment or victimization, a decrease in positive family influences and a decrease in positive neighborhood assets.

- Drop out rates were discussed for Stayton High School.
- Most dropouts are white, male, 11<sup>th</sup> grade students who have been enrolled in the District for 1-5 years.
- In 1997-98 the drop out rate for SHS was 6.22%. In 2001-2002 it down to 4.4%.
- More students in the District now qualify for the Free and Reduced Lunch Program.
- The number of students needing ELL services has grown from approximately 20 in 1999-2000 to over 180 in 2003-04.
- The number of students needing services through the Special Services Department has been consistently just below 400 over the past 4 years. The number of students with autism has been steadily increasing over the years.
- Expulsions hit a high mark in the 2002-03 school year with over 90 students being expelled for breaking school policy.
- The largest increases during 2002-03 were with students expelled for alcohol/drugs and attendance.
- Each principal talked about interesting things happening in their building and how activities and programs are helping students cope with issues mentioned above.

ELL Teacher, Frank Caropelo, talked to the Board about second language acquisition. The NCLB requires that ELL students become proficient in a second language by their fifth year in the program. Basic interpersonal communicative skills include everyday social communication that is less cognitively demanding, and allows for face-to-face interaction and gestures. This phase of learning another language takes from 1-3 years for proficiency. Cognitive academic language skills needed for reading and writing are more intellectually demanding and more abstract, which takes 4-6 years for proficiency.

### **SCHOOL & DISTRICT REPORT CARDS**

The Board received copies of the District and School Report Cards that were received by the District in late January. These will be sent home with students by March 31, 2004.

### **ADJOURN**

The Work Session was adjourned at 7:35 PM.

## ***REGULAR SESSION***

### **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

The Regular Session was called to order at 7:40 PM. Those present included: Dick Morley-Chairman, Donald Blades-Vice Chairman, Tim McCollister, Marri Fluhrer, Tracy Stoutenburg, Michelle Gescher, B.J. Hollensteiner-Superintendent, Mary Richards-Secretary, and Doug Middlestetter-Business Manager. David Kinney was absent.

### **COMMUNICATION**

**Board:** The Board received a copy of the letter from confidential and supervisory employees requesting a date to meet and discuss the working agreement for July 2004 through June 2007.

**Principals/Supervisors:** Written and/or oral reports were given to the Board by principals: Randy LaFollett (SMS), Charlotte Klampe (SHS), Paula Baker (ML), and Andrew Gardner (SUB).

**Food Service:** Toni Silbernagel gave a written report to the Board. She noted that the food service staff is planning on attending the Oregon School Food Service Association State Conference on March 12<sup>th</sup>-14<sup>th</sup>.

**Transportation:** Lin Tanamachi reported that activity trips are lower than normal. She has been working with the Blue Ribbon Committee with maps and boundary information.

### CONSENT AGENDA

**MOTION: Marri Fluhrer made a motion that the Board approve the minutes from the January 15, 2004-Regular Session. It was seconded by Donald Blades and passed unanimously 6-0.**

**MOTION: Donald Blades made a motion that the Board approve the new hire of Rick Jones and accept the resignation of Jaimie Bigelow. It was seconded by Tim McCollister and passed unanimously 6-0.**

### NEW BUSINESS

#### ACTION

**Budget Calendar:** Doug Middlestetter updated the budget calendar to reflect current dates for the budget process and a copy of the draft was given to the Board. Solid figures for the budget will not be available until June.

**MOTION: Tim McCollister made a motion for the Board to adopt the budget calendar for the 2004-05 Budget. It was seconded by Donald Blades and passed unanimously 6-0.**

**Department of Energy Grant:** At the last Board meeting Greg Churchill gave a presentation to the Board about a grant that is available through the Department of Energy. This grant would allocate funds (\$50,000) to the District to refine and amend, if necessary, the current facility plans plus review and adjust the plans so the buildings are as energy efficient as possible to save on future costs. This grant can be used for new construction only. It is time to move ahead with the application. The North Santiam School District would be the first in the state to pursue this process. If approved, the District would send out RFP's for architects to review the current plans. The architectural firm that the District has used to this date is on the list approved by the state, so they would likely be one of the responders to the RFP. Tom Hogstad has and will continue to work with the District and the Department of Energy through this process.

**MOTION: Donald Blades made a motion that the Board authorize moving ahead with the application for grant funds from the Department of Energy. It was seconded by Michelle Gescher and passed unanimously 6-0.**

**Laidlaw Bus Contract:** Coral Semle, the Area General Manager of Laidlaw, met with the superintendent last week to discuss the current contract between the District and Laidlaw. A letter was submitted to the District for consideration in making a decision about whether or not to send out RFP's for transportation services. The letter indicated that Laidlaw would charge the same amount next year as this year, and in the following years would enact the clause in the current contract that allows for a cost of living

increase. The superintendent noted that it is a very fair offer. Laidlaw continues to provide very good service to the District. The superintendent recommended that the District continue with Laidlaw and roll over the contract for another three years.

**MOTION: Donald Blades made a motion that the Board approve a continuation of the contract with Laidlaw for the District's transportation services effectively extending it until June 30, 2007. It was seconded by Tracy Stoutenburg and passed 5-0 (unanimously). Michelle Gescher had a conflict of interest and did not vote on the motion.**

**REPORT/DISCUSSION**

**Audit:** The audit is almost completed and a finalized version should be available at the next meeting.

**Draft Calendar 2004-05:** Randy LaFollett has been working with Mary Richards to develop a draft of next year's calendar that he can take to staff for review. He gave the Board a copy and will bring back final recommendations from the calendar committee.

**INFORMATION ONLY**

**Enrollment:** FTE Enrollment as of 2/12/04 was 2366 and actual student count was 2446.

**Field Trip Requests:** A list of day field trip requests was printed on the agenda-explanation for the Board. Diane Allen Jackson has proposed a trip to Hawaii in the spring of 2005 for students in choir to take part in a competition there. Written information from Educational Discovery Tours was enclosed in the board packet. Students and parents will make plans to raise money to pay the cost of the trip.

**Gifts:** The Board recognized gifts to the District by:

Kaczynski Family	Computer	Life Skills Program @ Sublimity
Diana DeLashmutt	Books, Etc.	Mari-Linn School
Rochelle Merrick	Computer	Stayton Elementary School
Dean Family	Computer, Etc.	Mari-Linn School
Stayton Telephone	4 Computers	District

**Blue Ribbon Minutes:** A copy of the minutes and notification procedures for the Blue Ribbon Committee were given to the Board.

**Upcoming Meetings and Workshops:** Notification was given to the Board regarding the following meetings and workshops.

February 25, 2004	BR Committee Meeting	6:30 PM	District Office
March 8, 2004	BR Committee Meeting	6:30 PM	District Office
March 18, 2004	Regular Session	7:30 PM	Stayton Elementary
April 8, 2004	OSBA Regional Meeting*	6:00 PM	Willamette ESD, Salem
May 19, 2004	Roles & Responsibilities*	6:00 PM	Multnomah ESD, Portland

*\*Pre-Registration Required, Contact Mary*

**ADJOURN TO EXECUTIVE SESSION**

**ORS 192.660 (1)(i)-Performance Evaluation:** The Board went into Executive Session to discuss performance evaluations at 8:23 PM.

**RETURN TO REGULAR SESSION**

The Board returned to the Regular Session at 9:17 PM.

**ACTION**

**Renewal of Teacher Contracts:** Enclosed in the packet was a list of licensed staff, contract and probationary. During the Executive Session the superintendent and principals shared evaluation information with the Board. The Board took action to extend and renew licensed contracts so that staff could be notified of rehire prior to March 15<sup>th</sup>.

**MOTION: Donald Blades made a motion for the Board to extend and renew licensed staff contracts for the time and people as presented in the Executive Session. It was seconded by Tracy Stoutenburg and passed 6-0 unanimously.**

**ADJOURN**

The meeting adjourned at 9:20 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

# NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR SESSION

## MINUTES March 18, 2004

The Regular Session for the North Santiam School District's Board of Directors began at 7:30 PM on March 18, 2004 in the Stayton Elementary School Library, located at 875 North Third Avenue in Stayton Oregon.

### **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Chairman-Dick Morley, Vice Chairman-Donald Blades, Board Members-Tim McCollister, Marri Fluhrer, David Kinney, Michelle Gescher, Superintendent-B.J. Hollensteiner, Business Manager-Doug Middlestetter, and Secretary-Mary Richards. David Kinney arrived at approximately 8:00 PM and Tracy Stoutenburg was absent.

### **SPOTLIGHT**

**Stayton Elementary School:** Several students from Stayton Elementary School presented a portion of their upcoming play, *The Emperor's New Clothes*.

### **COMMUNICATION**

**Superintendent:** B.J Hollensteiner informed the Board about the initial visit and timelines by ODE for the Civil Rights Review and the 3-year monitoring for Special Programs.

**Facilities Report:** Doug Middlestetter reported that plans for summer maintenance are underway. He received a preliminary report from the architects regarding the problems at SMS with the siding and secondary roof problem. It looks like there is no dry rot involved in the areas being fixed. The District may be able to get a tax credit for the energy efficient upgrade that is being done to fix the problem.

**Principals/Supervisors:** The Board received a written building report from Randy LaFollett (SMS), Charlotte Klampe (SHS), Marlene Fox (SES), Paula Baker (ML), and Andrew Gardner (SUB). Randy LaFollett invited board members to an *All School BBQ* at Stayton Middle School and Marlene Fox discussed plans for a migrant summer school program that will serve 108 students at SES. The program will be paid for with a grant and will start the last week of June and end the last week of July.

**Personnel:** Tara Manning has been hired in a temporary position at Sublimity School and Shawnee Elliott has requested a leave of absence.

**Curriculum/Instruction:** The math curriculum committee has been meeting and will start looking at textbooks at their March 31<sup>st</sup> meeting.

**Business Manager:** Doug Middlestetter handed out copies of the audit to each board member. Carryover for this year should be ok, cash flow is normal, and the ending gap estimate is better than expected.

**Food Service:** Toni Silbernagel gave a written report to the Board.

**Transportation:** Lin Tanamachi gave a written report to the Board.

**OSEA:** Gary Rychard explained Initiative #127 to the Board. It is an opportunity for facilitating the legislature to move forward with adequate funding for education in Oregon. There is a loophole in the requirements for the legislature in that if they are unable to adequately fund education they need only make an official report. Initiative #127 mandates that they get rid of that loophole. The supporters of the initiative are trying to gather signatures by July.

### **CONSENT AGENDA**

**MOTION:** Michelle Gescher made a motion for the Board to approve the consent agenda, which included the approval of the minutes from February 17, 2004-Executive Session and the February 19, 2004-Work Session/Regular Session/Executive Session; the approval of the temporary hire of Tara Manning and the leave of absence for Shawnee Elliott through the 2004-05 school year. It was seconded by Marri Fluhrer and passed unanimously 5-0.

### **ADDED AGENDA ITEMS**

The Play Shed and Playground at SES was added as 7.7 on the agenda.

### **NEW BUSINESS**

#### **ACTION**

**2004-05 School Calendar:** A draft of the proposed *2004-2005 School Calendar* was in the board packet for review. The calendar has school starting after Labor Day, 10 days off for Winter Break, 172 days for K-8 students and 174 for High School/PEAK students, 4 days for staff development, with the last day of school scheduled on June 14<sup>th</sup>.

**MOTION:** Donald Blades made a motion to approve the 2004-05 School Calendar as presented. It was seconded by Tim McCollister and passed unanimously 5-0.

**Section 457(b) Deferred Compensation-Resolution # 200304-04:** A new program is now available for staff members. Doug Middlestetter explained that it is similar to the Section 403B except that funds can be taken out with a penalty. It is being offered by American Fidelity Assurance Company and is of no cost to the District. Resolution #200304-04 gives the authorization from the Board.

**MOTION:** Donald Blades made a motion for the Board to authorize Resolution #200304-04, which makes available Section 457 (b) Deferred Compensation Plan to staff members. It was seconded by Marri Fluhrer and passed unanimously 5-0.

**Surplus:** A list of items that needed to be approved as surplus was in the board packet. The list included 4 microwaves that cannot be used in the buildings anymore since schools are required to use commercial grade, a paper shredder, and some old toys.

**MOTION:** Marri Fluhrer made a motion for the Board to approve as surplus the items delineated in the board packet. It was seconded by Michelle Gescher and passed unanimously 5-0.

## **REPORT/DISCUSSION**

**Audit:** The 2002-03 Audit has been completed and was handed out earlier at the meeting by Doug Middlestetter. The Board was asked to spend time looking through it between now and the next meeting in April. Some of the forms in the audit are new this year and thus are not presented in a "two-year comparison" format. The comparisons will be available next year, which will make the reports even more meaningful as management tools. This item will be on the April agenda for discussion.

**Alternative Education Committee Report:** The *Alternative Education Committee* has met several times to discuss the best options for providing alternative education services to students in grades 6-12. The committee members were: Aaron Hoffman, B.J. Hollensteiner, Bonnejo Ixtacuy, Dan McCauley, Gayle Clark, Mark Miller, Marsha Applegate, Michael Putnam, Patti Keudell, Ron Wickett, and Tom LaRoche.

The recommendation breaks the grade configurations into 6-8, 9-10, and 11-12 with a different focus for each group. The focus for middle school age children is to modify student behavior, build academic skills, and create a motivation to do well in school so they can return and be successful in the regular program. The recommendation is one licensed and one classified staff member per 15 children with access to a counselor.

The high school program is divided into a 9-10 and 11-12 grade configuration, because of a difference in the focus of these two groups. The 9-10 program would be geared toward getting students back into mainstream classes by offering credit recovery, behavior services, and study skills. The 11-12 program would be credit recovery, work experience, and real world experience to help in transition to the adult world. Students could earn a GED or a high school diploma.

The Board will review the report and discuss the recommendations at a future meeting. It was noted that approval of recommendations such as these are budget driven and the more information the Board has available on the budget, the better prepared they will be to make a decision.

**Blue Ribbon Committee Report:** The Blue Ribbon Committee met for the last time on Monday, the 8<sup>th</sup> of March to put the finishing touches on their report to the Board. The draft was in the board packet and the final report was handed out at the meeting. Two of the recommendations in the report were designed to relieve crowding at Stayton Elementary School. One was to transfer the 4<sup>th</sup> grade students from Stayton Elementary to Stayton Middle School and the second was to adjust boundaries so students who currently go to Stayton Elementary School or Stayton Middle School would transfer to Mari Linn and Sublimity Schools. The boundary changes would move K-8 students who currently live in the Sylvan Springs/Meadowbrook area to Sublimity and move K-8 students who live east of Minton along Highway 22 to Mari Linn School. Implementation estimates were included in a memo from the superintendent to the Board. A tentative Work Session date was set for March 30th at 7:00 PM at the District Office. The superintendent will check to see if Greg McKensie is available. If not, another date will be worked out and committee members and board members will be notified.

**Play Shed and Playground Equipment at Stayton Elementary School:** Fritz Jenkins, a North Santiam Schools Foundation member, and members of the Parent Teacher Association (PTA) gave the Board a visionary look into the proposed playground and play shed for Stayton Elementary School. Money has been raised for 20 years for the play shed and the playground equipment is becoming unsafe. The North Santiam Schools Foundation is very interested in becoming the project manager for these two projects. How to use volunteer labor and transfer funds is a BOLI issue and the District's attorneys would have to make recommendations regarding the project. Playground equipment will cost approximately \$50,000 and the Play Shed will cost between \$150,000 and \$200,000. Tax-deductible donations would need to be designated towards these projects and an agreement between the Foundation and the District would have to set up. Two separate draft agreements are being prepared at this time. One agreement would be for ASB Funds and one would be for District Funds. These agreements will be brought back to the Board in April or May for approval.

At this time the PTA and North Santiam Schools Foundation requested that the Board allow them to move forward with this project.

**MOTION: Marri Fluhrer made a motion for Board to allow the playground and play shed projects for Stayton Elementary School to move forward. It was seconded by Tim McCollister and passed unanimously 6-0.**

### OLD BUSINESS

#### ACTION

**Budget Direction:** The District received the estimate from ODE for the coming year with the reductions for the second half of the biennium. With the current level of spending, the carry over for the coming year will be approximately 2.2 million. Since we are maintaining enrollment over the estimated figure and we will receive additional money because we are over the 11% cap for special education students, this number will increase. As a result of the failure of Measure 30, the District carryover estimates for next year range from \$1,051,646 to \$880,960 based on our ADMw of 2753. The difference depends on three things:

- An expected increase in the Common School Fund;
- State revenue between now and June; and
- The number of students in the state.

Between the reduction in the amount of money we receive for next year and roll up costs for salaries, benefits, cost of equipment, services, and supplies (varying from 1.3 to 1.6 million depending on the percentage increase used in the calculations), it is apparent that the District would end up with a negative balance if all of the probable carry over was expended. Looking ahead to the next two years it is apparent that there will need to be reductions made in order to end the year in the black and be able to carry over some money into the 2005-06 year, the new biennium. The Board carryover goal is one million dollars. In order to maintain as much stability in programs as possible over the next two years, the superintendent recommend a additional carry over of at least \$600,000-\$750,000. It looks as though the District will have to approach the budget much the same as the last two years and build a budget with the "boxes" of add backs and

reductions. That way as financial figures change the Board can add and subtract the designated priority items as money becomes available.

**MOTION: David Kinney made a motion that the Board set a target figure of 1.6 million for the ending fund balance for the 2004-05 school year. It was seconded by Donald Blades and passed unanimously 6-0.**

**Budget Calendar Change:** Since one of the budget meetings was inadvertently scheduled the same night as a board meeting, the Board needed to approve a change in the budget calendar. The superintendent suggested that the scheduled May 20<sup>th</sup> meeting be moved to May 19<sup>th</sup>.

**MOTION: David Kinney made a motion that the Board amend the calendar and move the May 20<sup>th</sup> budget meeting to May 19<sup>th</sup>. It was seconded by Donald Blades and passed unanimously 6-0.**

**Administrative Contract:** A copy of the changes in the administrative contract plus a chart with salary increases over the next three years (including the current year) was in the board packet. The early retirement provision was changed to be in line with what licensed staff receive, administrators will begin picking up a portion of the insurance premium, and they will get a 2% raise for each year of the contract. Donnie Blades and Tim McCollister acted as the Board's representative during the negotiations. Together with the superintendent they recommended that the Board approve the contract as presented.

**MOTION: David Kinney made a motion that the Board approve the *Administrative Contract* as presented. It was seconded by Donald Blades and passed unanimously 6-0.**

### **REPORTS/DISCUSSION**

**Superintendent's Evaluation:** The superintendent is evaluated yearly and the process has been quite lengthy over the last several years. The Board decided that it would be advantageous to discuss how to streamline the process and make it more workable for all concerned. A Work Session was set up for the superintendent to discuss goals and duties and an Executive Session was set up to discuss performance evaluations. Both meetings were scheduled for April 26<sup>th</sup>, beginning at 7:30 PM to be held at the District Office in Meeting Room A.

### **INFORMATION ONLY**

**Enrollment:** FTE Enrollment is holding fairly steady at 2365, with 2445 actual students.  
**Field Trip Requests:** There were two overnight field trip requests, one for the Forestry and Wildlife Class to attend Fire School at Camp Cascade, and the other one for FBLA to attend a State Leadership Conference in Jantzen Beach. A list of all day field trips was included in the agenda-explanation that was given to the Board.

**Gifts:** The Board acknowledged a gift from Aaron Hoffman who had a Dodge Caravan for sale for \$1500. He sold it to the District Maintenance Department for \$1000 and made the remainder of the price a donation.

**Blue Ribbon Minutes:** A copy of the minutes from the last *Blue Ribbon Committee* meeting held on March 8, 2004 was made available to the Board.

**SMS Fundraising Notification:** The Board received written notification from SMS that the fundraiser for the sale of *RST 2/1 Cards*, which was held in November and December, raised \$1294.50. Advisors were very pleased with the vendor and thought it was a good fundraising project.

**UPCOMING MEETINGS AND WORKSHOPS**

A list of upcoming meetings was posted on the agenda as below:

April 8, 2004	OSBA Regional Meeting	6:00 PM	Willamette ESD, Salem
April 15, 2004	Regular Board Meeting	7:30 PM	District Office
May 19, 2004	R & R Workshop	6:00 PM	Multnomah ESD, Portland

**ADJOURN**

The Board adjourned at 10:14 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

# NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR SESSION

## MINUTES April 15, 2004

The Regular Session for the North Santiam School District's Board of Directors began at 7:30 PM on April 15, 2004 in the District Office Meeting Room, located at 1155 North Third Avenue, Stayton, Oregon.

### CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Board Chair-Dick Morley, Vice Chair-Donald Blades, Tim McCollister, Michelle Gescher, David Kinney, Superintendent-B.J. Hollensteiner, Secretary-Mary Richards, and Business Manager/Facilities Director-Doug Middlestetter. Marri Fluhrer and Tracy Stoutenburg were absent.

### COMMUNICATION

**Superintendent:** B.J. Hollensteiner reported that she had just returned from her vacation to Texas where she visited family and friends. She added two additional items to the consent agenda. (1) The calendar for the 2004-05 School Year was revised with the addition of an early dismissal day for the high school on November 10, 2004, and (2) the Administrative Salary Schedule was revised to correct Paula Baker's responsibility level, which was changed to 1.51.

**Facilities Report:** Doug Middlestetter gave the Board a handout regarding maintenance repairs and the Energy Credit timeline.

**Principals/Supervisors:** The principals from each school gave the Board a written and/or oral building report. Marlene Fox (SES) sang a song for pennies for the *Penny Drive*, Paula Baker (ML) invited the Board to come to Mari-Linn School on April 16<sup>th</sup> between 1:00-2:30 to hear the *Green Garden Band*, and Charlotte Klampe (SHS) reported that students are beginning to be accepted to colleges and specialized programs from the high school.

**Personnel:** Shannon Stinnett's request for a *Leave of Absence* was added to the consent agenda.

**Business Manager:** Doug Middlestetter gave the Board a written report on the finances of the District.

**Food Service:** Toni Silbernagel gave the Board a written report regarding Regis High School's request to contract services from the District. A hot lunch program will be new to Regis and more hours will be needed to service the school.

**NSEA:** Diane North invited the Board to come into the school buildings and visit with staff and students.

### CONSENT AGENDA

**MOTION:** David Kinney made a motion for the Board to approve consent agenda items 5.1 and 5.2, which included the minutes from the March 18, 2004-Regular Session; and the of a Leave of Absence for Crystal Luna, the retirement of Phillip Smith, and the resignations of JoAnn McEachran and Laura Schmidt, plus the approval of the following as presented: (1) Calendar Revision for the 2004-05 School

**Year, (2) the Administrative Salary Schedule Change, and (3) the Leave of Absence for Shannon Stinnett. It was seconded by Michelle Gescher and passed unanimously 5-0.**

### **ADDED AGENDA ITEMS**

Surplus was added to the agenda as 7.3 under *New Business*.

### **NEW BUSINESS**

#### **REPORT/DISCUSSION**

##### **Report Card Committee Report:**

Paula Baker gave the Board an update on the Report Card Committee's progress. They have been meeting for several months and the project keeps getting bigger and bigger each time they meet. They have samples from several schools and have shared them with staff for input. They are looking to create a report card that will show where kids are at with curriculum goals, address each child's growth, and allow for a comparison of skills with students in the same grade within the District. The committee will continue to meet every Tuesday till the end of the school year, and then again in August. They hope to have a report card that is teacher/parent friendly and to pilot the report card with a small group of students and get feedback from both teachers and parents before the final copies are approved for distribution.

##### **Math Curriculum Committee Report:**

Cheryl Klampe Van Hess has little room for her students with all the math textbook samples that have been shipped to her for the committees review. The committee began meeting in February and had samples to view on March 31<sup>st</sup> at their regular meeting.

Stayton High School readopted their current texts in mathematics. The committee is looking to make recommendations for adoptions of K-8 math textbooks at the May Regular Session. Middle school texts cost approximately \$50 each. There will be \$90,000 in the budget for adoption of these texts.

Superintendent, B.J. Hollensteiner, noted that Science books still need to be purchased, which makes the District about \$180,000 behind in their textbook replacements.

##### **Surplus:**

The maintenance department applied to have their 1982 Chevrolet Van-3500, a 1997 Chevrolet Pick Up Bed Liner, and a 1997 Chevrolet Pick Up Canopy declared as surplus.

**MOTION: Donald Blades made a motion for the Board to declare the items delineated, which included a 1982 Chevrolet Van, a bed liner, and a canopy as surplus. It was seconded by David Kinney and passed unanimously 5-0.**

### **OLD BUSINESS**

#### **REPORTS/DISCUSSION**

##### **Audit:**

Oregon Department of Education has fully accepted the review of the audit and board members were given a copy at the last meeting. Doug Middlestetter was available to answer any questions from the Board. Members seemed to understand the audit and there was only one question about the budget beginning balances listed on page 43.

Doug explained that there were greater than expected tax receipts, and that debt-service funds were reclassified into the general fund as a result of the audit.

**INFORMATION ONLY**

**Enrollment:**

FTE Enrollment is holding steady at 2366.5 with actual student count at 2448.

**Field Trip Requests:**

A list of field trip requests is included in the board packet.

**STRUT:**

The STRUT Program is back up and running at the high school. Stayton Ford or Power Chevrolet may be able to help the district with a large truck to pick up approximately 40 Pentium II and Pentium III computers from Hood River ESD. These computers come to at no cost to the district. These can be used to replace older computers or add for keyboard classrooms.

The Technology Plan for the next few years includes the replacement of older computers and the update and upgrade of newer ones.

**ADJOURN**

**MOTION: David Kinney made a motion to adjourn the meeting. It was seconded by Donald Blades and passed unanimously 5-0.**

The meeting was adjourned at 8:25 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION-WORK SESSION**

**MINUTES  
April 26, 2004**

A Special Session for the North Santiam School Board began at 6:00 PM at the District Office located at 1155 North Third Avenue, Stayton, Oregon with a Work Session immediately following. A scheduled Executive Session for 7:00 PM was cancelled.

**SPECIAL SESSION**

**CALL TO ORDER, ROLL CALL**

Those present included: Dick Morley-Chairman, Tim McCollister, Marri Fluhrer, Michelle Gescher, B.J. Hollensteiner-Superintendent, Mary Richards-Secretary, and Doug Middlestetter-Business Manager. Those absent for the Special Session were Tracy Stoutenburg, David Kinney, and Donald Blades.

Also in attendance were administrators- Charlotte Klampe, Randy LaFollett, Marlene Fox, Paula Baker, and Andrew Gardner; Blue Ribbon Committee members-Dennis Maurer, Wendie Bradley, Janet Shryock, and Kathy Farmer; NSEA President-Diane North and staff member-Patty Keudell.

**BUDGET CALENDAR CHANGE**

A change to the budget calendar was needed because of problems with the publication date. It was recommended that the May 6<sup>th</sup> meeting date be changed to May 13<sup>th</sup>.

**MOTION: Marri Fluhrer made a motion to approve the revised budget calendar as presented. It was seconded by Michelle Gescher and passed unanimously 4-0.**

**ADJOURN SPECIAL SESSION**

The Special Session was adjourned at 6:15 PM.

**WORK SESSION**

**CALL TO ORDER**

The Work Session was called to order immediately following the Special Session, which adjourned at 6:15 PM. Board Member-Donald Blades, entered the meeting at 6:30 PM.

**REVIEW OF BLUE RIBBON COMMITTEE REPORT**

Greg McKenzie, Facilitator of the Blue Ribbon Committee (BRC), spoke to the Board regarding the process which the Committee went through to come to it's conclusions and answer the questions presented to them regarding overcrowding and reconfiguration.

The BRC met every 2-3 weeks for approximately 8 meetings to discuss information gathered. Members of the District Leadership Team (DLT) and staff came to one of the meetings and shared information about current District programs and how overcrowding is affecting student behavior and achievement. The Committee had a notebook of start-up documentation to work with as well as their own research efforts. Twenty-Two people were originally appointed to the BRC, with 12-14 in the core group. Their conclusions were outlined in the final report to the Board, which was received on March 16<sup>th</sup> during the Regular Session.

There was minimal discussion during the Regular Session regarding the Committee's final report. This Work Session was set up to review the document and obtain more information.

The BRC investigated student population growth at Stayton Elementary and Stayton High School, community growth, and how grade configuration affects student achievement. Their report gives the Board recommendations regarding how to deal with the overcrowding at SES and SHS, and what the BRC feels is the best grade configuration for students based on their research. Eventually, grade configuration will play an important role in decision making for a *Construction Bond* in the near future.

The BRC concluded that grade configuration was less important than good teachers, school climate, and a good curriculum. They also felt that community schools were very important. They suggested the District keep Sublimity and Mari-Linn Schools as K-8. Build a new K-5 school in Stayton and change the current Stayton Elementary School into a K-5. The middle school level would then be grades 6-8 and the high school grades 9-12.

As a short-term answer to the overcrowding at Stayton Elementary School, the BRC discussed having a 4-5 building and a 6-8 building at Stayton Middle School. The superintendent had a cost analysis of such a project available to the BRC at their last meeting. However, upon further research the financial figures were more than expected. An updated analysis was passed out to the Board during the Work Session. Moving the 4<sup>th</sup> grade from SES to SMS would impact the Title I Program and staffing, including the need for a principal and secretary for the 4-5 building. PE/Music Teachers would have to "travel" and space issues would still be a problem for those programs. These costs would continue until a new elementary school could be financed and built (approximately 3-4 years).

The main problems at SES are the overcrowding in the cafeteria (kids have to eat in the classrooms and carry food trays back and forth), and the limited bathroom facilities. Another option that was presented during the Work Session by Superintendent, B.J. Hollensteiner was a remodel project that would add two modular classrooms, increase the cafeteria space and add bathroom facilities.

The BRC felt that portables were meant to be temporary, but have become permanent fixtures once in place. This remodeling project would impact the 2004-05 Budget by reducing the amount of funds set aside for capital improvements.

Other areas affected by the remodel would be the TOSA position, which would need to be a full time position, the additional of the Autism Teacher and classroom space needed, and the addition of custodial hours.

If a bond measure fails for the construction of a new elementary school, then the short-term move of the 4<sup>th</sup> grade could become a long-term solution. Within three years student population growth and the addition of the 4<sup>th</sup> grade would cause overcrowding at the middle school.

The issue of the need for an additional secretary and principal was discussed. The need for separation and building identity was underscored as being very important. Support of student needs through the office and with disciplinary issues was also pointed out. Someone must still oversee Title programs, AYP, and the other components of NCLB.

### **ADMINISTRATORS THOUGHTS**

Principal, Marlene Fox, liked the idea of the 4<sup>th</sup> graders remaining at SES. Parents don't want their children to grow up too fast. She felt the money spent on a remodel would be a wise investment in the school infrastructure. Students transporting food from the cafeteria to the classroom requires more maintenance time and sometimes can be quite messy (especially with pancakes and syrup). The remodel would help to keep students more stable, with fewer transitions from building to building within the District.

Members of the BRC in attendance noted that they didn't want to move the 4<sup>th</sup> grade but felt there was no other choice. On the other hand a 4-5 building would make a smaller school setting and that could be beneficial. They all agreed that the infrastructure at SES is stressed. Navigating through the hallways gets harder each day with so many kids. The cafeteria staff is struggling to serve the number of students who participate in the lunch program there. The BRC discussed buying modular buildings but the cost was high and had to come out of the general fund. They also would take away much needed playground space.

Andrew Gardner (SUB) and Paula Baker (ML) noted that boundary changes would help SES, but not all by itself. The changes in boundaries would have to be done along with another plan of action to be effective. The BRC looked at changing the area east of Minton and Fern Ridge. 40 students would be added to SUB and 60 to ML. Staffing additions and/or shifting would be necessary with a change in boundaries and the additional student load at SUB and ML.

The superintendent noted that the recommendations of the BRC would cost the District a substantial amount of money. Adding the 4<sup>th</sup> grade to SMS would bring that building close to capacity. The boundary changes and the addition of new subdivisions would also overload SUB and ML.

The District is in need of additional space no matter what plan of action is taken. Charlotte Klampe (SHS) noted that every classroom at the high school is used every period. They expect 50-60 more students in the fall. Cart Teachers (teachers that change rooms several times a day and have to use a cart to move) are being seen more and more.

There are no gathering spaces for students, there are not enough lockers, and program electives are not as available as in the past.

## **BRAINSTORMING THE POSITIVES AND NEGATIVES**

### **OPTION #1: 4-5 BUILDING**

#### **Positives**

- A 4<sup>th</sup> grade move allows for two smaller buildings within one school
- Benchmark level collaboration between grades 4 and 5 available
- Temporarily helps with overcrowding at SES
- Grades 6-8 together allows for a true middle school
- A 4-5 building becomes more age appropriate for students
- 4<sup>th</sup>–5<sup>th</sup> graders would have more supervision
- A small building allows for more relationship possibilities
- Quick fix sends a strong message about overcrowding
- Avoids unknown costs of construction and modular buildings

#### **Negatives**

- The middle school will reach capacity with the addition of the 4<sup>th</sup> grade
- Less flexibility with staffing issues
- Lack of public notice
- Transitional time issue
- Facility costs
- Limits the middle school program
- Parental and staff concerns
- Limited playground area
- Limited area for special needs
- Cost of implementation

### **OPTION # 2: KEEPING 4<sup>TH</sup> GRADE AT SES**

#### **Positives**

- Avoids the stress of change for young students and parents
- Capital Improvements combine the short-term with the long-term
- Potential cost is not a 1-year fix
- Infrastructure changes needed badly
- Cafeteria expansion a good part of the equation

#### **Negatives**

- There will still be 600 kids at SES
- Adding modular buildings is unsightly
- Community perception-new building is not necessary
- Playground space lost to modular buildings

### **OPTION #3: ADJUSTING BOUNDARIES**

#### **Positives**

- Short fix that spreads the pain-maximizes space availability
- No cost except for staff moves

#### **Negatives**

- Those that have to change schools will feel an inequity
- Requests for transfers may increase
- Some staff will have to change buildings
- When a new school is built, boundaries would have to be changed again

### **POSSIBLE SOLUTIONS**

Options 2 and 3 strengthen the perception of space needs for a Construction Bond, which is the long-term solution to the overcrowding issues within the District.

The Board was undecided about which options would be best. They felt additional information was needed and questions needed to be answered before a final decision was made.

#### **Questions:**

- What option is best for kids?
- What is the most financially viable option?
- Which option is the best choice to help pass the needed Construction Bond?
- How can we educate the community about the overcrowding issues?
- Which option has the most impact on the staff and community?
- Which option is most “do able”?
- Which option works best if the bond does not pass?

#### **Information Needed:**

- Cost for construction and remodel along with costs for modular buildings and set up is needed.
- Cost figures over a three-year period for options #1 and #2
- Bring back consensus of the BRC members (by phone) regarding option #1 and #2.

### **ADJOURN**

The meeting was adjourned at 9:30 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE/REGULAR SESSION**

**MINUTES  
May 20, 2004**

On May 20, 2004 an Executive Session for the North Santiam School District's Board of Directors began at 6:30 PM under *ORS 992.660 (2) Labor Negotiations* with the Regular Session following at 7:30 PM. Both meetings were held in the Stayton High School Library, located at 757 West Locust Street, Stayton, Oregon.

**EXECUTIVE SESSION**

**CALL TO ORDER, ROLL CALL**

The meeting was called to order at 6:30 PM. Those present included: Chairman-Dick Morley, Tracy Stoutenburg, Marri Fluhrer, David Kinney, Michelle Gescher, Tim McCollister, Superintendent-B.J. Hollensteiner, Business Manager-Doug Middlestetter, and OSBA Representative-David Turner.

**LABOR NEGOTIATIONS**

The Board of Directors reviewed where the District was in the current negotiations, how changes in the contract and roll-up costs will affect the budget, and the expected costs of benefits.

**ADJOURN TO REGULAR SESSION**

The Executive Session adjourned at 7:25 PM.

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIENCE**

The Regular Session was called to order at 7:30 PM. Those present included: Chairman-Dick Morley, Tracy Stoutenburg, Marri Fluhrer, David Kinney, Michelle Gescher, Tim McCollister, Superintendent-B.J. Hollensteiner, Business Manager-Doug Middlestetter, and Secretary-Mary Richards. Vice Chairman-Donald Blades entered and was added to the roll at approximately 8:00 PM.

**SPOTLIGHT**

**Stayton High School:** The principal of Stayton High School, Charlotte Klampe, welcomed the Board. She invited them to attend the graduation of the class of 2004, to be held on Friday, May 28<sup>th</sup> at 7:00 PM at the Salem Armory. This graduating class has been awarded approximately \$350,000 in scholarships (for year-one) of higher education. 75 Graduates will wear the new additional colored cord during graduation ceremonies signifying the achievement of their Certificate of Initial Mastery (CIM). Acknowledgement to all Stayton High School students was made for their community

service, sportsmanship, humanitarian clubs, and fundraisers for the less fortunate or those who need medical care.

## **COMMUNICATION**

**Facilities Report:** Doug Middlestetter reported that the bidding for the siding to be replaced at the middle school in Stayton was open this week. So far the bids are high. Options include scaling back some if necessary. Both the east and west sides of the building are currently up for bid. It was suggested that the east side could wait till later to save money. The molding and drain spouts could be dropped also. Speculation as to why there were so few bids included possible work/load issues and the escalating cost of plywood and metal. The work should take most of the summer and is not expected to be fully complete until just before school starts in September.

**Principals/Supervisors:** Written and/or oral building-activity reports were given to the Board by Principals: Paula Baker (ML), Randy LaFollett (SMS), Andrew Gardner (SUB), Marlene Fox (SES), and Charlotte Klampe (SHS).

**Personnel:** B.J. Hollensteiner added Jerry Schierling, as a new hire for Stayton Middle School and Stayton High School for the ESL-ELL program, to the consent agenda.

**Business Manager:** Doug Middlestetter noted that the budget is on track to end with the balance as reported and reviewed the revenue expenditure forecast for 2003-04 that was in the board packet.

**Food Service:** Food Service Director, Toni Silbernagel, went over a proposal from Regis High School for their child nutrition program. The NSSD would oversee the program and provide services. Regis has about 130 kids who eat lunch each day. In the past they have not had a hot lunch program. District benefits were noted as well as additional responsibilities for the staff and the District. Toni Silbernagel stated that she felt this was a positive opportunity for the NSSD to interact with the students, staff and the public involved with Regis High School. The Board will look at the proposed contract between Regis High School and the NSSD at the next meeting.

## **CONSENT AGENDA**

**Approval of Minutes:** The April 15, 2004- Regular Session Minutes were in the board packet.

**Personnel:** Changes included new hires: Glenda Conant, SLP Teacher @ ML; Dorothy Kerr, Health & Physical Education @ SHS; Mark Janke, 7<sup>th</sup> Grade Math @ SMS; Benjamin Light, Temporary Science Teacher @ SHS; Nicole Duncan, Science Teacher @ SHS; Tyson Gilmour, Science Teacher @ SHS, **and the addition of Jerry Schierling, ESL-ELL Teacher @ SMS and SHS.**

**Letter of Understanding:** The letter as presented in the board packet amends the licensed teacher contract. It allows the District to pay for credits and move a specific person across the salary schedule prior to attaining a four-year degree. This *Letter of Understanding* applies only to Dale Sunderman, a teacher at Stayton High School. Dale was approved for a professional technical license through TSPC because he has a two-year degree and has worked in the industry for many years. He intends to begin work on his four-year degree and attain a standard teaching license. Dale's experience in the industry is very important in the classes that he teaches. It is in the best interests of the District to assist him in furthering his education. This letter applies to only this situation with no precedents set.

**MOTION:** David Kinney made a motion for the Board to approve items 5.1, 5.2 and 5.3 of the consent agenda including the approval of the April 15, 2004-Regular

**Session minutes; the new hires of Glenda Conant, Dorothy Kerr, Mark Janke, Benjamin Light, Nicole Duncan, and Tyson Gilmour; the approval of the addition of Jerry Schierling as a new hire for the ESL-ELL position at SMS and SHS; and the Letter of Understanding as presented. It was seconded by Marri Fluhner and passed unanimously 6-0.**

## **NEW BUSINESS**

### **REPORT/DISCUSSION**

**Math Textbook Adoption:** The Math Curriculum Committee has been working over the past several months reviewing math textbooks for possible adoption. Their first and second choices have been on display at area schools, and the Board had an opportunity to look at the high school choices in the library. The committee asked for feedback on the two choices from staff and parents before committing to a final decision for recommendation. A list of all books on display was in the board packet. The committee hopes to bring back a recommendation for the adoption of math textbooks at the June Regular Session.

## **OLD BUSINESS**

### **ACTION**

**Blue Ribbon-Overcrowding Solutions:** At the Work Session in April, the superintendent brought forward another option for the coming year in dealing with the overcrowding at Stayton Elementary School. She has taken time to talk with members of the DLT and they have come up with some additional options that the Board may want to consider with the Blue Ribbon Committee's recommendations. Members of the BRC were contacted and notified of the additional options that would be presented to the Board.

A memo concerning the cost of moving the fourth grade was given to the BRC at their March meeting when final recommendations were discussed. In the memo, which was in the board packet, the estimated cost for moving the 4<sup>th</sup> grade to SMS was about \$236,000. After further consultation, the amount increased to \$326,650 as seen on the cost analysis sheet in board packet. Because of the cost projection, the superintendent began trying to come up with a plan to lessen the cost and impact of moving 121 students to another site. The state of the budget, the short timeline for designing and implementing the fourth grade move, and the possibility of overloading Stayton Middle School pushed administrators to find additional options. Even so, the superintendent noted that considering the current growth rate, at some point moving the fourth grade may have to be done unless a new elementary building is constructed to ease overcrowding.

Other intermediary steps discussed by the DLT included:

- Moving the PEAK Alternative Education Program to another site and moving two Kindergarten classes from the SES site to the District Office site. The cost would be approximately \$50,000 for rent and up to \$10,000 for remodel given the rental space.
- Moving the District Office (minus the technology section) to another location and turning the current office space into an Early Childhood Center for Kindergarten

classes. Cost would be approximately \$50,000 for rent of a replacement office building and up to \$10,000 for remodel given the rental space.

- Completing a remodel of the cafeteria area at SES and adding bathroom space to help with infrastructure demands: Cost approximately \$114,000 to \$185,000 depending on the type of remodel as seen in options 1 and 2 in the board packet.
- Add an addition to SES on the NW side of the building to house a cafeteria and bathroom space, which coincide with the drawings currently done for future renovation of SES. Cost, depending on the size of the addition, would range from \$884,000 to \$1,289,240. A map of the building indicating these changes was in the board packet.
- The addition of 2 modulars with 2 classrooms including bathrooms: Each new modular, depending on placement, would cost from \$80,000 to 95,000. This would be in combination with the cafeteria remodel and addition on the NW side of SES.

All of the above options would impact the general fund budget. The District is looking into the possibility of applying for Academy Bonds. These are Interest free bonds through the federal government to assist schools in capital projects. Limited amounts are available.

The BRC worked very diligently to recommend options to the Board for the immediate relief of overcrowding and for future growth. They gathered an incredible amount of data and reviewed numerous options and made recommendations based on the information they had at the time. The cost of each option presented differs dramatically, but they allow the Board more latitude in making a final decision.

The superintendent recommended that the Board move the AE program from the District Office site and use the classroom space for Kindergarten students. This would give the District time to plan for a fourth grade move and also time to look at additional options.

Given the growth projections for the District, future plans regarding construction bonds need to be addressed. Work Sessions to begin the development of a 5-7 year plan that would address all aspects of the district: student growth and achievement, facility planning, budget, staffing, and policy directions were set up for June 28<sup>th</sup> and 29<sup>th</sup> at the District Office from 7:00 AM to Noon. Also on the agenda will be the review of the data gathered by the BRC, the development of plans to include and gather information from the community, identification of District priorities, identification of timelines and plans, identification of ways to assess progress on each priority, and final decisions regarding the scope of the bond.

Before motions were made, the Board asked for input from administrative personnel regarding their opinion about the options presented. The consensus was that the options were short-term fixes and a new elementary school would need to be built in the near future to ease overcrowding, thus pushing for the need of a construction bond. Critical infrastructure changes at SES should be addressed as well. Getting a construction bond onto the ballot in November was discussed at length.

**MOTION: David Kinney made a motion that the Board develop and implement plans to move the alternative education to another site and move two Kindergarten classes to the District Office site for the next school year, 2004-05. It was seconded by Marri Fluhrer and passed 7-0 unanimously.**

**MOTION: David Kinney made a motion that the Board make plans to move the 4<sup>th</sup> grade from SES to SMS for the 2005-06 school year and to begin exploring options to move the District Office for the 2005-06 school year or sooner. It was seconded by Marri Fluhrer and passed 7-0 unanimously.**

**MOTION: David Kinney made a motion that the Board further explore options for district facilities through a construction bond, to be put on the November 2004 ballot for the construction and improvement of facilities. It was seconded by Donald Blades and passed 7-0 unanimously.**

**Alternative Education Recommendations:** At the March Regular Session the Alt. Ed. Committee recommended the expansion of the alternative program to meet the needs of 70-80 students in grades 6-12. They recommend three programs, a 6-8, 9-10, and an 11-12, with different focuses for each group of students. Each classroom would be staffed with a full time teacher and a full time instructional assistant, as well as have access to counseling and behavior services. These classrooms would not be on the District Office (DO) site. By increasing the size of the alternative slots in the District, the committee believed it would increase the graduation rate, enable the implementation of a curriculum better suited to alternative education students, and remove students who are not succeeding in the regular program to a program that would meet their needs. This change would also allow teachers in regular education classrooms to focus on students who are more successful in such a setting. A copy of the committee's report was in the board packet.

The District is currently working on a Small Schools Initiative grant. If the District receives this grant it will help with the cost of setting up the changes to the AE/PEAK program. The grant will be awarded in August.

**MOTION: David Kinney made a motion that the Board direct the superintendent to implement the recommendations of the Alternative Education Committee. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

**Agreement Between NSSD & Foundation:** A copy of the final agreement between the North Santiam Schools Foundation and the District was given out at the meeting. The agreement formalizes the relationship between the Foundation and the District for funding the playground equipment and its installation at SES. District legal personnel developed the agreement.

**MOTION: Donald Blades made a motion that the Board approve the Agreement and authorize the superintendent to sign the document for the District. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

**REPORTS/DISCUSSION**

**Date for Executive Session for Superintendent Evaluation:** The Board set an Executive Session for June 17<sup>th</sup> at 6:30 PM at the District Office. Additional evaluation sheets will be sent out to board members prior to the review and evaluation.

**INFORMATION ONLY**

**Enrollment:** FTE enrollment is at 2341.5, down from 2366.5 in April. Actual student count is at 2421.

**Overnight and Day Field Trip Requests:** A list of day field trip requests for May and June was in the board packet. Two overnight field trip requests were received. One was for an overnight trip by Sublimity Schools Student Council to the Oregon Coast and the other was for an out of state trip to Missouri by a high school student who qualified to attend the National USA-VICA Convention. There was no opposition to the overnight trips.

**Gifts:** Thank you notes were sent out to acknowledge recent gifts the District. The Board received a list with the names of those who donated, what they donated, what school it was designated to and the approximate value of the gift.

**Calendar of Upcoming Meetings:** Board members were notified of the date, time, and place for upcoming budget meetings, hearings, and the next Regular Session.

**ADJOURN**

**MOTION:** David Kinney made a motion that the Board adjourn at 10:35. It was seconded by Marri Fluhrer and passed unanimously 7-0.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION/BUDGET HEARING  
REGULAR SESSION**

**MINUTES  
June 17, 2004**

The North Santiam School District's Board of Directors met in Executive Session under *ORS 192.660, (2), (i) -Performance Evaluations* at 6:30 PM on June 17, 2004. A Budget Hearing and the Regular Session followed. All three meetings took place at the District Office located at 1155 North Third Avenue, Stayton, Oregon.

**EXECUTIVE SESSION**

**CALL TO ORDER, ROLL CALL**

Board members present included Chairman-Dick Morley, Vice Chairman-Donald Blades, Tim McCollister, Marri Fluhrer, Michelle Gescher, David Kinney, and Tracy Stoutenburg. Superintendent-B.J. Hollensteiner, Business Manager-Doug Middlestetter, and Secretary-Kelley Graham were also in attendance.

**PERFORMANCE GOAL REVIEW**

The Board was given a copy of the current goals, with an explanation and preferred timeline of achievement. The Board and District Administrators have been working towards the goals during the 2003-04 school year. B.J. Hollensteiner went over the progress that has been made.

**PERFORMANCE EVALUATION**

The Board plans to use the performance goal information along with the evaluation document to evaluate the superintendent. The Board will meet again on July 15, 2004 at 6:30 PM at the District Office for an Executive Session under *ORS 192.660 (2), (i) - Performance Evaluations*.

**ADJOURN EXECUTIVE SESSION- CALL BUDGET HEARING TO ORDER**

The session was adjourned and the Budget Hearing was called to order at 7:30 PM.

**BUDGET HEARING**

**2004-05 BUDGET HEARING**

**Budget Adjustments:** Doug Middlestetter gave the Board a handout of final corrections to publications and notices for the Budget Hearing. He also handed out the Resolutions Adopting the Budget along with the list of funds that do not require a property tax levy. Updates to the budget document were passed out, including the changes discussed at the last Budget Committee meeting. Funds to cover the middle school co-curricular budget were trimmed from technology, transportation, parking lot project, building maintenance, and textbooks.

**Review of Resolutions:** A review of the budget resolutions was done and questions were answered. These resolutions set a spending limit for 2004-05, list the amount of funds in the budget as appropriated and sets the tax rate per \$1000 of assessed value for the operations of the District and for debt service (bonds).

A change was made to the Resolution 200304-06, adding one dollar to the Community Service Funds-3000 category.

**Public Participation Regarding Proposed Budget:** Dan Swehosky asked questions regarding increases in salary. It was explained that some of the increases were part of current contracts and some were estimated because contract negotiations have not yet been completed. The superintendent's salary is set after the evaluation is done. The District does use comparable salary figures for the superintendent and for administrative salaries, looking at statewide salaries, conference wide salaries, and district size comparison, as well as additional duties required of an administrators or the superintendent.

**ADJOURN BUDGET HEARING/CALL REGULAR SESSION TO ORDER**

With no further comment from those in attendance, the Budget Hearing was adjourned and the Regular Session was called to order at 8:00 PM.

**REGULAR SESSION**

**PUBLIC PARTICIPATION**

Community member and parent Dan Swehosky brought the matter of the high school calendar and conflicts with graduation before the Board. It was explained that a committee puts together the calendar and it is reviewed by staff and coordinated with other district calendars. Because graduation ceremonies are held in the Salem Armory, dates for graduation are set up to three years in advance. Stayton does not use the gym or auditorium because it is too small and the weather (especially in Oregon) is an issue when using the football stadium. There are going to be conflicts with events set up by OSAA for state championships, etc. that are scheduled late in the year. The situation will come up again unless the District comes up with a better site that does not have to be booked so far in advance.

**COMMUNICATION**

**Principals/Supervisors:** Reports were given to the Board by each principal.

**Personnel:** An updated personnel report was given to the Board, which added the two new hires-Valerie DeLoretto-SHS Special Education Teacher and Louis DeLoretto-SHS Social Studies Teacher, along with the resignation of Kristen Rorrer-SMS Science Teacher.

**Food Service:** Toni Silbernagel reminded the Board that the summer lunch program begins next week and that it will be providing the migrant summer school group with lunches.

**CONSENT AGENDA**

**MOTION: David Kinney made a motion that the Board approve consent agenda items 11.1 and 11.2 with the additions in personnel (the minutes from the April 26, 2004-Special Session/Work Session, the May 19, 2004-Budget Meeting, and the May 20, 2004-Executive Session/Regular Session; and the approval of new hire Patty Reiter, Valarie DeLoretto, Louis DeLoretto, the resignation of Kerry Zsoka, Kristen Rorrer, and the retirement of Rose Ann Garrett). It was seconded by Donald Blades and passed unanimously 7-0.**

### **NEW BUSINESS**

#### **ACTION**

**Bread and Milk Bids:** Toni Silbernagel gave the Board information and comparisons between those companies that bid on the bread and milk contracts for the food service program. She noted with the increase in fuel costs that bids were higher this year. Toni recommended the Board award the bids to Wilcox Farms/Curly's for the milk contract and US Bakery/Franz for the bread contract.

**MOTION: David Kinney made a motion that the Board award the bread contract to US Bakery/Franz and the milk contract to Wilcox Farms/Curly's for the 2004-05 school year. It was seconded by Michelle Gescher and passed unanimously 7-0.**

#### **Surplus:**

Food Service has small wares to be approved for surplus. These include pots, pans, silverware, etc. A complete list was handed out at the meeting with a request that the Board allow these items to be sold at a garage sale, which will be advertised in the Stayton Mail.

**MOTION: David Kinney made a motion for the Board to approve the items delineated in the handout as surplus and allow for their sale at a garage sale to be held as advertised. It was seconded by Michelle Gescher and passed unanimously 7-0.**

### **REPORT/DISCUSSION**

**Transfer of Funds for Camera System and Sprinkler System:** The camera system at the high school needs the recorders replaced. The current recorders are not consistently taping and have "holes" in them making it difficult to gather the information needed during investigations. There are two new camera included in the quote, they will be color and will be placed in high traffic areas so it is easier to differentiate students by color of clothes. The camera currently installed in those areas will be moved to areas without cameras. The cost will be \$10,995. Also the high school needs a sprinkler system for safety on the soccer field. Water will come from the well that was put in to help irrigate the fields. Materials will cost about \$5,500, and additional maintenance hours for installation will cost approximately \$4,500. Volunteer help is being requested.

This is being discussed because these items were not budgeted in the 2004-05 Budget. The budget carryover estimates are better than anticipated so these projects could be ordered and paid for before the end of the year. We are assured the vendor can complete the work and bill us before June 30. The Board needs to authorize the money be taken out of the contingency as this does meet the criteria as an unexpected need in the maintenance area.

**MOTION: Donald Blades made a motion that the Board authorize the amount of \$20,995.00 be moved from the contingency 6110-810-990-000 to the 2540-410-600-000 Operation & Maintenance of Plant. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

**Mill Creek Wastewater Project-NSSD Property Access:** Mike Faught presented information to the Board about the new sewer system in Stayton. The line is scheduled to cross the SMS playground. The City of Stayton and the Right-of-Way Associates, requested permission to enter the property to conduct geotechnical investigations, to survey, and to make various inspections related to the city sewer project. If the investigation shows that the system could be placed across the SMS grounds, the city would then request an easement to dig a trench and install sewer lines.

**MOTION: David Kinney made a motion for the Board to authorize the City of Stayton and the Right-of-Way Associates permission to conduct geotechnical investigations, to survey, and to make inspections related to the city sewer project. It was seconded by Marri Fluhrer and passed unanimously 7-0.**

**Donnie Blades had to leave at 8:45 PM.**

### **OLD BUSINESS**

#### **ACTION**

**Math Textbook Adoptions:** A list of the textbooks recommended by the Math Curriculum Committee for adoption was in the board packet. These books have been reviewed with staff and were on display for additional public comment during May. The committee will bring the math curriculum to the Board at a later date.

**MOTION: David Kinney made a motion that the Board adopt the recommendations of the Math Curriculum Committee for K-12 math textbook adoption as delineated in the board packet. It was seconded by Michelle Gescher and passed unanimously 6-0.**

**Contract Agreement Between Regis and NSSD for Vended Meals:** Enclosed in the board packet was a Contract Agreement with information for Vended Meals with Regis High School. Toni Silbernagel presented the project at the last board meeting, discussing the cooperation between the District and Regis, the cost analysis and the benefits and responsibilities related to the program. The program as described in the contract would necessitate some additional staff time and a change in the job description of one employee.

In the contract there is a 30-day termination clause. If the District finds that our service is negatively impacted, it could move to terminate the contract. Several concerns about the overload on food service employees and the complaint process were discussed.

There are approximately 195 students at Regis High School. Schools, whether public or private, are struggling to make ends meet. A positive service can be offered through cooperative efforts. NSSD still has to create a job description for a Food Service Manager III at Regis.

**MOTION: David Kinney made a motion for the Board to authorize the contractual agreement between Regis High School and the North Santiam School District to provide food service to Regis High School. It was seconded by Michelle Gescher and passed unanimously 6-0.**

**Budget Adoption:**

This is a no cut budget with additions in the areas of staffing, textbooks, maintenance, and technology. The budget also addresses three board goals: 1) alternative education, 2) rainy day fund, and 3) increasing student performance. There was no further discussion by the Board.

**MOTION: David Kinney made a motion that the Board of Directors of North Santiam School District 29J approve Resolutions 200304-05 Adopting the Budget; 200304-06, Making Appropriations; and 200304-07, Imposing and Categorizing Taxes-Combined with revisions. It was seconded by Marri Fluhrer and passed unanimously 6-0.**

**Stayton Middle School Roof Project-Energy Conservation Exterior Upgrade Phase III:** Corp Inc. of Salem was the only bidder on this project. Their base bid with adjustments was \$297,404. Project alternates added \$40,500.00 for a total bid amount of \$337,904.

**MOTION: David Kinney made a motion for the Board to award the SMS Phase III project to Corp Inc., of Salem, Oregon for the base amount of \$297,404 and with project bid alternates of \$40,500. It was seconded by Marri Fluhrer and passed unanimously 6-0.**

**INFORMATION ONLY**

**Enrollment:** *Projected FTE* enrollment for September of 2004 was listed at 2344.

**Field Trip Requests:** End of the year field trips were listed for the Board to review.

**Gifts:** The Board acknowledged the following gifts given to the District and thank you notes have been sent out:

<b>Dale Emery</b>	<b>Baseball Field Restrooms</b>	<b>SMS</b>	<b>Value: \$24,000</b>
<b>Nancy Scriber</b>	<b>23 Books With Tapes</b>	<b>SES</b>	<b>Value: \$159</b>
<b>Nau/Thomas</b>	<b>Monitor</b>	<b>SES</b>	<b>Value: \$50</b>

**New Meetings Scheduled:** A current schedule was listed for the Board and the following changes and updates were made:

<b>June 29, 2004</b>	<b>Work Session</b>	<b>Change to July 07, 2004</b>
<b>July 07, 2004</b>	<b>Work Session-Bond</b>	<b>7:00 AM at District Office</b>
<b>July 15, 2004</b>	<b>Executive Session</b>	<b>6:30 PM at District Office</b>

**ADJOURN**

The meeting was adjourned at approximately 9:15 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION/WORK SESSION**

**MINUTES  
Monday, June 28, 2004**

A Special Session for the North Santiam School Board was held at 7:00 AM with a Work Session immediately following. Both sessions were held at the Stayton Telephone Administrative Office located at 502 North 2nd Avenue, Stayton, Oregon.

**SPECIAL SESSION**

**CALL TO ORDER, ROLL CALL**

Those present included: Chairman-Dick Morley, Vice Chairman-Donald Blades, Marri Fluhrer, Michelle Gescher, Tim McCollister, Tracy Stoutenburg, Superintendent-B.J. Hollensteiner, Facilitator-Greg McKenzie, Facilities Consultant-Tom Hogstad, Business Manager/Facilities-Doug Middlestetter, Board Secretary-Mary Richards, and Principal-Charlotte Klampe.

**REALLOCATION OF BUDGET DOLLARS**

Doug Middlestetter asked the Board to move the Special Session to the end of the day; so complete figures would be available for the needed changes.

**ADJOURN-CALL WORK SESSION TO ORDER**

Dick Morley adjourned the Special Session and called the Work Session to order.

**WORK SESSION**

**REVIEW OF BOARD PACKET MATERIALS**

Each Board member was mailed a packet of materials regarding the upcoming bond in November. Superintendent-B. J. Hollensteiner quickly reviewed the materials and passed out notebooks with dividers to put the information into. The packet contained the following information:

- Executive Bond Summary
- Bond Schedule
- Student Population and Growth Overview
- Blue Ribbon Committee Minutes and Final Report

Additional handouts at the meeting included:

- Additional Projected Enrollment For Next 10 Years
- Bond Preliminary Estimate Worksheets For All Schools

## **FACILITY PRIORITIES-LONG TERM FOR OVERCROWDING ISSUES**

Student population growth of over 3% throughout the District has caused overcrowding with significant increases at Stayton Elementary School (8%) and Stayton High School (6%) during the 2003-04 school year. A future addition to the Stayton/Sublimity area will add an additional 500 homes to the area. Things to note include:

- **Stayton Elementary School** ended the year with 597 students causing long lines at the bathroom, mandatory eating lunch and breakfast in their classrooms, overcrowding on the playground, and little space for specialty group work. This building was built for a capacity of 450 pushing the need for an additional elementary school, which would make two K-5 schools in the Stayton area with 300-400 students each (making them more equal with the size of Sublimity and Mari-Linn Schools).
- **Stayton High School** had 789 students in a building built for a capacity of 700, students are crowding the halls, eating lunches on stairs, and approximately five teachers are now considered “cart” teachers (they have no classroom to call their own, they move from room to room based on what is empty that period of the day). There are too many students and not enough classroom space. Entry security issues, and Title IX locker room issues both need to be addressed.
- **Sublimity Schools** “middle school building” must be removed due to seismic damage and additional construction will be needed to combine grades K-8 under one roof. The elementary building capacity is for 250 students, without portables, and they currently have 331 total students that will need to be housed there. Additional classrooms, support spaces, restrooms, and a multipurpose area for the cafeteria and gym must be added. Discussion regarding the use of the old gym came up. It will cost almost as much to replace as it will to repair and the issue of safety for students who would have to cross the streets in traffic and inclement weather pushed the conversation to build a new multipurpose area and put it on the same site as the existing elementary building.
- **Mari-Linn School’s** gymnasium has seismic remodel and repair needs as well. Continued growth indicates a need for additional classrooms in the future. Locker rooms with restroom areas would be updated for equity between the K-8 schools.
- With a new elementary school in Stayton, and changing from the current K-4 structure to a K-5, overcrowding should not be an issue at **Stayton Middle School**. Even with continued growth, taking the 5<sup>th</sup> grade (approximately 117 students) out of the building and making it a 6-8<sup>th</sup> grade middle school will make a big difference. SMS currently has several classrooms available for growth. Entry security updates need to be addressed.
- The bond is needed for new construction and upgrades to keep up with the growth of the community, keeping grade configurations the same in outlying areas upgrading safety and increasing room for growth at each building.

In November of 2003, the Board appointed the Blue Ribbon Committee to study the overcrowding issue and make recommendations for long-term and short-term solutions. Additional recommendations by the District Leadership Team were brought before the Board as well. The Board has met to establish final facility priorities for a bond that

would ease overcrowding as well as address infrastructure and future growth across the District.

Facilitator-Greg McKenzie asked the following question: What are the most important needs of each building that should be addressed through a bond measure in November of 2004? The following are chart notes from the discussion. The items crossed out were deleted based on priorities and the Board's self-limitation on the amount of the bond.

**Mari-Linn School K-8**

Earth Quake Upgrades (Includes retrofit of the gym) .....	1,325,000
<del>Eight Classrooms</del> .....	<del>1,600,000</del>
<del>Remove Portables</del> .....	<del>45,000</del>
Additional Restrooms .....	760,000
Locker Room Upgrades .....	250,000
Two Classrooms (Keep Portables) .....	290,000
50% of Restrooms Needed.....	380,000
Environmental/Code/Contingency/Indirect Costs (45%) .....	1,010,250
 Total.....	 \$3,255,250

**Stayton High School**

Ten Classrooms .....	1,450,000
Library/Media With Storage .....	750,000
Additional Restrooms.....	760,000
Commons/Cafeteria With Kitchen .....	1,400,000
Entrance Security.....	375,000
<del>Locker Rooms #1 Remodel</del> .....	<del>1,014,390</del>
<del>Locker Rooms #2 Construction</del> .....	<del>1,948,950</del>
Scaled Back Locker Rooms .....	1,863,340
Environmental/Code/Contingency/Indirect Costs (45%) .....	2,969,253
 Total.....	 \$9,567,593

**Sublimity School K-8**

Support Spaces.....	260,000
Demolition and Abatement of Older Middle School Buildings .....	143,415
<del>Twelve Classrooms</del> .....	<del>1,740,000</del>
<del>Removal of Portables</del> .....	<del>45,000</del>
Nine Classrooms (Keep Portables).....	1,305,000
<del>Additional Restrooms</del> .....	<del>950,000</del>
Reduce Number of Restrooms .....	760,000
Multipurpose Cafeteria/Gym .....	850,000
Kitchen .....	250,000
Environmental/Code/Contingency/Indirect Costs (45%) .....	1,605,903
 Total.....	 \$5,174,318

**Stayton Middle School 6-8**

<del>Entrance Security/Office Remodel</del> .....	<del>958,093</del>
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Entrance Security.....	125,000
Parking/Site Work .....	75,000
Cafeteria/Stage.....	312,500
Environmental/Code/Contingency/Indirect Costs (45%) .....	90,000
<b>Total.....</b>	<b>\$290,000</b>

**Stayton Elementary School K-5 (Current)**

Cafeteria/Library Remodel .....	1,200,000
Remove Portables.....	37,500
Office Remodel.....	372,500
Environmental/Code/Contingency/Indirect Costs (45%) .....	540,000
<b>Total.....</b>	<b>\$1,740,000</b>

**New Elementary School (Stayton Area) K-5**

45,000 Square Feet by Middle School .....	7,200,000
Site Work .....	450,000
Contingency (10%).....	765,000
Inflation .....	612,000
Indirect Costs .....	2,295,000
<b>Total.....</b>	<b>\$11,322,000</b>

**New PEAK Site (Old Sublimity Middle School Site After Demolition)**

Keep Two Classrooms and Add Three More .....	435,000
Bathrooms.....	114,000
Site Work .....	12,500
Environmental/Code/Contingency/Indirect Costs (45%) .....	252,675
<b>Total.....</b>	<b>\$814,175</b>

Total Bond Items On Chart Notes .....\$32,163,336

**Additional Bond Costs:**

Estimated Bond Advisor Fees (\$2 per \$1000 of Bond Total) .....	\$64,326
Campaign Consultant Fees .....	\$5,000
Ballot Fees .....	Not Available
Additional Consultant Fees.....	Not Available

**NEXT STEPS**

Not all items were listed on the chart notes and Tom Hogstad will complete the information and give a copy to the superintendent. With three years needed to build a new school, a short-term plan will have to be set up to accommodate the current overcrowding at Stayton Elementary School and Stayton High School. The Board plans to meet on July 7, 2004 at the District Office at 7:00 AM to review the long-term plan and decide on a short-term plan in the interim.

The Board will need to make a final decision on a bond campaign organizer and any additional consultants needed. The Board indicated an interest in using David Sitterson of DBI Services to perform as a Bond Advisor for the District in 2002. Doug Middlestetter noted that the Bond Advisor receives \$2 per \$1000 of the bond amount, but it is contingent on the bond passing. With a bond of \$32,163,336 the fee would be \$64,326 (substantially less than what was first figured at the meeting).

Academy Bonds are being looked into for part of the prioritized needs listed above. If approved for the District, about \$2,000,000 would be available with no interest. It could take as much as 6 months before the District knows if they are approved.

#### **ADJOURN TO SPECIAL SESSION**

The Board adjourned the Work Session and called the Special Session back to order at 11:20 AM.

#### **SPECIAL SESSION**

**Michelle Gescher left the meeting at approximately 11:20 AM.**

#### **AUTHORIZATION OF BUDGET APPROPRIATIONS FOR 2003-04**

Business Manager-Doug Middlestetter gave the Board information on various budget appropriations to the 2003-04 Budget needed before July 1. They included a total of \$315,000 in transfers as indicated on the handout. These are typical adjustments and a motion from the Board must be made to re-appropriate the funds.

**MOTION: Donald Blades made a motion for the Board to authorize the various budget re-appropriations to the 2003-04 School Budget as delineated in the handout. It was seconded by Marri Fluhrer and passed unanimously 5-0.**

#### **BOND ADVISOR**

With the discussion during the Work Session regarding the need for a Bond Advisor, Doug Middlestetter recommended David Sitterson from DBI Services.

**MOTION: Donald Blades made a motion that the Board authorize the District to enter into an agreement with David Sitterson of DBI Services from Vancouver Washington to perform services as the Bond Advisor for the upcoming *November 2004 Bond Election*. It was seconded by Tracy Stoutenburg and passed unanimously 5-0.**

#### **ADJOURN**

The meeting was adjourned at 11:34 AM.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION- 6:30 PM  
REGULAR SESSION- 7:30 PM  
MINUTES**

**Thursday, July 15, 2004**

An Executive Session to discuss Performance Evaluations under ORS 192.660 (2)(i) was held at 6:30 PM. The Regular Session of the North Santiam School Board followed at 7:30 PM. Both sessions were held at the District Office located at 1155 North Third Avenue, Stayton, Oregon.

**EXECUTIVE SESSION**

**CALL TO ORDER**

Those present included Chairman-Dick Morley, Marri Fluhrer, Tracy Stoutenburg, Michelle Gescher, David Kinney, Superintendent-B.J. Hollensteiner, Business Manager/Facilities-Doug Middlestetter, and Secretary-Mary Richards. Tim McCollister and Donald Blades were absent.

**PERFORMANCE EVALUATION**

The Board discussed the performance evaluation for the superintendent.

**ADJOURN**

The meeting was adjourned at 7:25 PM with the intent of reconvening after the Regular Session to continue with the discussion.

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

All of the above were present. Tim McCollister arrived at 7:40 PM and Donald Blades was absent.

**ACTION**

**Elect Board Chairman and Vice Chairman:**

Chairman Nominations- David Kinney nominated Dick Morley by unanimous ballot.

**MOTION: Michelle Gescher made a motion to elect Dick Morley as Board Chairman for 2004-05, through a unanimous ballot. It was seconded by Marri Fluhrer and passed 5-0.**

Vice Chairman Nominations- David Kinney asked if there was anyone interested in the Vice-Chair position. Tracy Stoutenburg said she definitely would like to be considered. No one else spoke to the question.

**MOTION: David Kinney made a motion to elect Tracy Stoutenburg as Board Vice-Chair for 2004-05. It was seconded by Michelle Gescher and passed unanimously 5-0.**

Tim McCollister arrived at 7:40 PM.

### **PUBLIC PARTICIPATION**

#### **Energy Project-Nike Presentation:**

Mike McBride from the Nike organization presented the District with a tax credit check for \$156,876. Nike partnered with the District in the Phase I and Phase II lighting and retrofit projects. Mike spoke about the aggressive attitude of the District towards this new program and how the lighting improvements help with the learning environment for students. This tax credit check helps to return some of the Districts up front costs and in the years to come it should see additional energy savings because of the upgrades done. NSSD is only the second district in the state to receive tax credit dollars for completing these projects.

B.J. Hollensteiner asked that agenda item number 6.4, titled as Bond Consultant, be moved up to 2.2 on the agenda because of timelines for Jean Magmer.

#### **Bond Consultant:**

Jean Magmer explained to the Board that as a Bond Consultant she would assist the Board in preparing information materials for the public. She also prepares a timeline for the Board of the various tasks that need to be completed prior to the election. Jean worked for OSBA for many years and upon retirement began her own business, C&M Communications, to assist districts through the bond process. Besides a handout with information about the business, the Board received a draft timeline for the November 2, 2004 Bond Levy and a voter/survey analysis. Highlights of that analysis include:

- There are more women than men that voted in the last general election. Women tend to be more supportive of schools.
- 65% of the voters are over 45 years old, which tends to be a less supportive group since most do not to have children in the household.
- There have been 61 new voter registrations in the area since February.
- There is a need for a voter registration campaign to make sure parents of school-aged children have a voice regarding the levy. The key to the election is the voter registration.
- Keeping the bond at 2.84 percent is favorable, which can be accomplished through bond configuration.
- 70% of the voters are expected to vote in the general election, or approximately 5220 voters.
- 3,264 people need to be identified as yes voters to assure approval.
- Main messages that must be emphasized include: protecting the community's investment in schools, increasing educational opportunities for all students by improving all schools, adding classrooms to reduce overcrowding, and the guarantee of safety.

A Special Session has been set up for July 20, 2004 to review the final costs of the construction and renovations, review timelines, discuss short-term needs, and appoint an underwriter for the bond.

**MOTION: David Kinney made a motion to hire Jean Magmer to assist in the assembly of factual materials for the bond. It was seconded by Michelle Gescher and passed unanimously 6-0.**

### **COMMUNICATION**

**Superintendent:** B.J. Hollensteiner reported that she and Board Chairman-Dick Morley were scheduled to interview Bond Underwriters on Monday in Portland and asked if any other members of the Board were interested in going. Tracy Stoutenburg volunteered to be part of the interview team. Moving the PEAK Alternative Education to the Chemeketa Santiam Campus is coming along smoothly. There is a problem with changing the use of the modular buildings on the district office site for kindergarten classes. Some low cost renovations may need to be made before September.

**Business Manager/Facilities Director:** Doug Middlestetter reviewed financial statements with the Board. Thirteenth month adjustments are now being done and it looks like the carryover will be very close to the projections. He also informed them that trees needed to be removed from SES fields in order to get ready for new playground equipment and parking. Additional trees had to be removed on the advisement of an arborist because of rot and liability related issues. A press release will go out to the newspapers explaining the reasons for the removal of the trees. The middle school project is on schedule and should be completed before school starts. The high school soccer field is in good condition and bid process and permits for the parking area around SES are also on schedule.

**Personnel:** Two new licensed positions were added to the consent agenda (Christopher Shields for social studies at the high school and Holly Klein for special education at the elementary school). They are in the process of hiring for the PEAK Alternative Education positions, science for the middle school and a part-time certified position at the high school.

**Food Service:** Toni Silbernagel reported that with the addition of the migrant summer school children, over 400 children participated on a daily basis in the summer free lunch program. The District hopes to continue the program in the future, as it has been a huge success, feeding many economically disadvantaged children during the summer months.

### **ACTION/CONSENT ITEMS**

Items on the Action/Consent Agenda Included:

#### **Minutes:**

June 17, 2004-Executive Session/Budget Hearing/Regular Session

June 28, 2004-Special Session/Work Session

#### **Designations/Authorizations:**

Chief Administrative Officer-B.J. Hollensteiner

District Clerk-B.J. Hollensteiner

Deputy Clerk-Doug Middlestetter

Legal Counsel-Garrett, Hemann, et al.

Official Auditors for School Year-Boldt, Carlisle & Smith

Budget Officer-B.J. Hollensteiner

Board Meeting Dates-3<sup>rd</sup> Thursday of each month unless otherwise posted

Custodian of Funds-Doug Middlestetter

Depositories for School Funds-LGIP, US Bank Stayton

Facsimile Signature-B.J. Hollensteiner & Doug Middlestetter

Inter-Fund Borrowing Within Fiscal Year

**Identify Confidential Supervisors and Employees:**

Doug Middlestetter, Judy Gormley, Barbara Walton, Lorna Schwanke, Toni Silbernagel, Kelley Graham, and Mary Richards

**Personnel:**

Certified New Hires- Nicole Britton, Thomas La Roche, Tara Manning, Natalie Terry, and Jessica Brenden

Administrative New Hires-Jamie McCarty, Gayle Clark, and Dawn Baker

Resignations-Michelle King and Kevin McMann

**Additions: Hire of Chris Shields for 1.0 FTE at Stayton High School for Social Studies, and Holly Klein for 1.0 FTE at the Stayton Elementary for Special Education.**

**Title Grant Authorization-NCLB Consolidated Sub-Grant:**

The superintendent needs Board authorization to file the 2004-05 ESEA: No Child Left Behind-Initial Consolidated Sub-Grant Application for the following:

Title 1 (A)-Improving Basic Programs Operated by LEA's

Title 1 (C)-Education of Migratory Children

Title 1 (D)-Prevention and Intervention Programs for Children and Youth Who Are Neglected, Delinquent, or At Risk

Title II (A)-Preparing, Training, and Recruiting High Quality Teachers and Principals

Title II (D)-Enhancing Education Through Technology

Title III-Language Instruction for Limited English Proficient and Immigrant Students

Title IV (A)-Safe and Drug-Free Schools and Communities

Title V (A)- Promoting Informed Parental Choice and Innovative Programs

Title VI (B)-Rural Education Initiative

**MOTION: David Kinney made a motion that the Board approve the action/consent agenda including items 4.1-4.5 as presented with the additions of new hires Chris Shields and Holly Klein. It was seconded by Tracy Stoutenburg and passed unanimously 6-0.**

**NEW BUSINESS**

**On Call Electrical Contract:** A notice of request for proposal was published soliciting bids from electrical contractors to perform needed electrical service work on an on-call basis for the District. Two proposals were received and thoroughly reviewed. The low bidder was Pacific Coast Electric, Inc. from Stayton. They have held that contract over the past several years. Their price was lower than the second bid submitted by Modern Builders, Inc. Also, their experience was better suited to the needs of the District. It was recommended that the Board award the contract to Pacific Coast Electric.

**MOTION: David Kinney made a motion that the Board award the "On-Call Electrical Contract" to Pacific Coast Electric for a three-year term starting on July 1, 2004 through June 30, 2007. It was seconded by Michelle Gescher and passed unanimously 6-0.**

**Surplus:** As discussed earlier, the District has several trees on Stayton Elementary School grounds that have weak limbs and rotten trunks, and are a liability that could pose health and safety concerns. A local *Certified Arborist* came to evaluate the situation, and was told that the District would like to “save as many trees as possible” without putting us at risk. His conclusion was that we definitely needed to remove the following trees.

The large apple tree on the south side of the parking lot  
The “memorial plumb tree” on third street  
The dead cedar tree by the district office  
The tall fir tree on Third Street with multiple crown tops

In an effort to let the legacy of these fine trees live on, we would like to declare them as surplus and donate the wood to the Foundation to be sold to benefit the play shed and playground equipment project. The District office plans to notify the public through a press release regarding the safety issues involved.

**MOTION: David Kinney made a motion that the wood from the various trees being removed from SES be declared as surplus and be donated to the North Santiam Schools Foundation playground project. It was seconded by Marri Fluhrer and passed unanimously 6-0.**

### **REPORT/DISCUSSION**

**Student Failures:** Superintendent, B.J. Hollensteiner, gave a report on student failures at the high school, which have had a negative impact on the array of programs that can be offered. When students fail a class at the high school they must retake that class or another elective class to gain the credit needed for graduation. Each time students have to retake classes, it results in a fewer number of options available within the curricular choices at the high school for other students. The superintendent has been collecting data over the last three years and has found that the high school has between 60-75 students per semester who get three or more F’s, equal to 180 to 225 failed classes per semester. If you add in students who get one or two F’s plus those who have more than three, the numbers become even more alarming.

The data indicates that a high percentage of these students have attendance issues or fail to turn in their work. In effect, they are making a choice to fail the class. High school teachers see from 150 to 180 students per semester in the six classes that they teach, so for every 150 to 180 F’s received it results in staff members having to “reteach” F students, which in turn diminishes the over all program offerings at the high school. When the cumulative effect over several years is taken into account it becomes apparent that as many as three staff member’s time is taken up in “reteaching” students who fail. Thus other curriculum programs (foods, marketing, art) cannot be offered within the high school program because of the number of staff members tied up in reteaching classes. This is a significant problem.

In the past the percentage of students who had three or more F’s has been 11% of the student body, this last semester it was 8%. The new truancy officer for the District, the new attendance-tracking program for freshman, and the institution of guide groups are

likely reasons why the percentage has gone down. Next year based on the increased capacity of the PEAK alternative education program, an additional decrease may be seen.

Legally we cannot charge students for retaking classes. The superintendent believes it will be imperative over the next year to look at additional ways to more effectively work with students who earn F's so we do not see this negative impact on the high school program. Some policy changes may be necessary to address this problem.

**OLD BUSINESS**  
**REPORT/DISCUSSION**

**Policy Revisions:** A revised edition of policy *AC-Non-Discrimination* was presented to the Board. The changes made were based on the corrective action resulting from the civil rights onsite review by ODE this spring. This policy will be placed on the agenda in August for final approval under action/consent.

**INFORMATION ONLY**

**Recognition of Gifts:** The Board acknowledged the following gifts to the District and thank you letters have been sent out.

Guido and Kay Keiner	Children's Software (\$75 Value)	SUB
Joanne Viale	Misc. Classroom Items (\$1,160 Value)	SES
Ray's Small Engines	Transmissions (\$325 Value)	SHS

**Upcoming Scheduled Meetings:**

July 20, 2004	Work Session	7:00 AM	District Office Room A
August 19, 2004	Regular Session	7:30 PM	Stayton Elementary School

**RECONVENE EXECUTIVE SESSION**

The Board adjourned the Regular Session and reconvened the Executive Session to continue the discussion regarding the superintendent's evaluation.

**ADJOURN**

The Board adjourned at approximately 10:00 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**PUBLIC NOTICE**  
**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**SPECIAL SESSION/WORK SESSION– 7:00 AM**

**MINUTES**  
**July 20, 2004**

A Special Session for the North Santiam School Board began at 7:00 AM with a Work Session immediately following on July 20, 2004. Both sessions were held at the District Office, located at 1155 North Third Avenue in Stayton, Oregon. The Executive Session that was planned was rescheduled.

**SPECIAL SESSION**

**CALL TO ORDER**

Those present included: Chairman-Dick Morley, Tim McCollister, Marri Fluhrer, Tracy Stoutenburg, Michelle Gescher, David Kinney, Superintendent-B.J. Hollensteiner, Business Manager/Facilities Director-Doug Middlestetter, Principal-Randy LaFollett, Facilitator-Greg McKensie, and Secretary-Mary Richards. Donald Blades was absent.

**APPOINTMENT OF UNDERWRITER FOR BOND**

B.J. Hollensteiner, Dick Morley, Doug Middlestetter, and Tracy Stoutenburg interviewed underwriters for the bond on July 19, 2004 in Portland. Those interviewed included representatives from Davidson, Jaffery, Seattle North West, and Bank of America. Each group made a presentation and answered questions regarding rates, flexibility, bond configuration, etc. They narrowed the choices down to two favorites: Seattle NW and Bank of America. Seattle NW currently handles 98% of school bonds while Bank of America is just getting into the bond market and doesn't have near the experience.

After looking at rates, selling capabilities, ease of working together, and possible bond configurations the consensus was to use Seattle North West.

**MOTION: David Kinney made a motion to appoint Seattle North West as the bond underwriter for the November 2004 bond levy. It was seconded by Michelle Gescher and passed unanimously 6-0.**

**WORK SESSION**

**DISCUSS AND SET UP SHORT TERM FACILITIES PLAN**

Greg McKensie led a group discussion on what would need to be done if the bond passes and what would need to be done if the bond fails. The Board came up with a two phase short term plan.

**Phase I:**

2004-05 (In Progress)

- Move District AE PEAK Program to Chemeketa Santiam Campus
- Move two K classes from SES to DO

2005-06 (Temporary, based on bond passage)

- Move 4<sup>th</sup> grade classes from SES to SMS to ease overcrowding

**Phase II:** (Begin implementation if bond fails)

2006-07

- Finalize 4<sup>th</sup> grade move with boundary changes
- Add portables to the SHS
- Move SES kindergarten classes to an Early Childhood Center (site to be determined)
- Revisit year-round schools for K-8, schedule shifts for 9-12, and consolidation

### **REVIEW OF LONG TERM FACILITIES PLAN**

If the bond passes a new elementary school will be built on the south side of the creek on district owned land adjacent to the SMS site. All other schools in the district will have upgrades to classroom space, security, safety, and/or infrastructure needs as discussed at the last Work Session. Foam presentation boards will be available at each school to show the public the long-range plan for building improvements at the other five sites.

With the current projection of a \$38,000,000 bond, Seattle NW charts indicate, given a less conservative growth rate, that the bond will cost residents less than \$3 per thousand of assessed value.

### **UPDATE BOND SCHEDULE**

A copy of the proposed timeline for the bond was given to the Board on July 15, 2004. The superintendent and Jean Magmer have set up a meeting with administrators on August 1<sup>st</sup> to make plans for getting information about the proposed bond out to parents during registration or at parent meetings before school starts. Foam display boards with information on planned improvements will be available at each building. A copy of the survey and of the bond summary should be available to parents or community members who are interested in knowing more. Representative from the Board or administrators from each building will be available to answer questions or discuss the needs of each building. Parent volunteers will pass out voter registration forms during registration so that voters with school-aged children have a voice in the November 2004 bond levy election. A sign up sheet for parents interested in helping pass the bond will also be available in each building.

School staff will be given information on the upcoming bond levy through welcome back letters or handouts at staff meetings from building administrators.

Between July 20<sup>th</sup> and August 20<sup>th</sup> meetings with small groups should provide some feedback about the upgrades and short-term/long-term plans for building improvements (ie Blue Ribbon Committee, Site Council, DLT). By August 13<sup>th</sup> there should be at least 10 solid people designated to work on a committee that will make calls to local residents regarding the upcoming bond. August 26<sup>th</sup> has been set up for a Special Session to adopt the bond resolution, ballot title, and explanation.

Bob Ellis plans to write an article every other week with NSSD positive features and bond levy information in the Stayton Mail. Displays for Roth's and Safeway need to be approved and set up if possible for community information and input.

**ADJOURN**

The meeting was adjourned at 10:00 AM.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION– 6:00 PM**

**MINUTES  
Wednesday August 11, 2004  
Stayton Elementary School Library**

A Special Session for the North Santiam School Board began at 6:00 PM on August 11, 2004 at Stayton Elementary School library located at 875 North Third Avenue, Stayton, Oregon.

**SPECIAL SESSION**

**CALL TO ORDER**

Those present included: Chairman-Dick Morley, David Kinney, Tim McCollister, Marri Fluhrer, Superintendent-B.J. Hollensteiner, and Business Manager/Facilities Director-Doug Middlestetter.

**STAYTON ELEMENTARY SCHOOL PARKING**

**SES Bus Parking Contract Award:** A Notice of request for proposal was published soliciting bids from paving contractors to perform needed parking lot work at the Stayton Elementary School. Three bids were received and reviewed for the SES project. They included:

North Santiam Paving:	Base Bid: \$138,155.	Total with alternates: \$119,605.
D and D Paving	Base Bid: \$154,286.	Total with alternates: \$131,026
Emery & Sons	Base Bid: \$147,889.	Total with alternates: \$130,089

North Santiam Paving was listed as the apparent low bidder. To hold a time slot open for construction; an “intent to award” document was presented to them on August 6<sup>th</sup>, 2004.

We did value engineering to come up with several Reductive Alternates (and one Additive Alternate) that could assist in keeping this project closer to the original estimate give by the engineer. Options include:

1. **Delete: bark chips and landscape improvements.** Instead: backfill with dirt, slope to grade, seeding to be done by District (\$2,750 saved).
2. **Delete: center concrete “Jersey Barrier”** that divides bus lane from car lane. Replace it with a painted line (\$14,000 saved).
3. **Delete: use of more expensive “C” curbing** on East side in favor of “extruded curbing” (\$3000 saved).
4. **Add: 85’ of underground PVC Power Conduit** to be in place in case the diagonal buried power line should ever need to be re-routed away from the field.

The Board discussed the options and decided to delete #1 (landscaping), delete #2 (center dividers, but add a center media strip), leave #3 as is (using the “C” curbing), and add #4 (PVC power conduit). Changing the final bid with reductive alternates to \$122,605 (plus any additional costs necessary for the center media strip).

**MOTION: David Kinney made a motion that the Board award the SES Bus Parking Project to North Santiam Paving in the amount of \$122,605 (plus any additional cost for the center media strip) and authorize the Business Manager to sign the contract on their behalf. It was seconded by Marri Fluhrer and passed unanimously 4-0.**

**Resolution #08-11-04A:**

A motion and resolution (#08-11-04A) is necessary to move additional monies (budgetary authorization) from the Contingency Account to the Repairs Account.

Summary: Base Bid: North Santiam Paving	\$138,155.00
Delete #1 Landscaping	- 2,750.00
Delete #2 Center Dividers	-14,000.00 (+Center Media Strip)
Add Back # 3 Curbing Changes	(No Change)
Add #4 Electrical Conduit	+ 1,200.00

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Total: \$122,605.00  
Less Budgeted Amount: \$ 90,000.00  
Equals: \$32,605.00

The Board discussed that a budget transfer of \$40,000 would cover the difference between what was budgeted and what was bid, plus the unknown additional cost of the center media strip.

**MOTION: David Kinney made a motion for the Board to approve Resolution #08-11-04A, authorizing a budgetary transfer in the amount of \$40,000 to be moved from the contingency account (100-6110-810-990-000) to the Operation & Maintenance Account (100-2540-530-900) to cover the expected increase in project costs based on the North Santiam Paving bid received. It was seconded by Tim McCollister and passed unanimously 4-0.**

**ADJOURN**

The meeting adjourned at approximately 6:30 PM.

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**B. J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION**

**MINUTES  
August 19, 2004**

The Regular Session for the North Santiam School District's Board of Directors began at 7:30 PM on August 19, 2004 in the Stayton Elementary School Library, located at 875 North Third Avenue, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included Chairman-Dick Morley, Tim McCollister, Marri Fluhrer, Michelle Gescher, David Kinney, Superintendent-B.J. Hollensteiner, Business Manager/Facilities-Doug Middlestetter, and Secretary-Mary Richards. Tracy Stoutenburg and Donald Blades were absent.

There were approximately 12 others in the audience including administrators Randy LaFollett, Paula Baker, Andrew Gardner, and several staff and community members.

**COMMUNICATION**

**Board Report:** David Kinney mentioned that he had been looking into ballot measures and the explanation/summary expectations. There can be as much as 500 words in the budget summary. It needs to make a clear statement of the intent and the proposal for the bond. It was recommended that the Board use as many words as possible to let people know what the bond will be used for. The superintendent will relay this information to Jean Magmer when they discuss the ballot title, explanation, and summary that will be submitted for the November election. Michelle Gescher reported that she had been to the Sublimity registration in early August. They had information about the bond available for parents and she felt it was a good first contact to explain the bond and how it would affect Sublimity Schools.

**Facilities Report:** Doug Middlestetter reported that the Stayton Middle School project was on schedule. The skylights may still need to be installed after school begins, but all and all it is going well. The Stayton Elementary school parking lot is getting done rapidly, but there is still much to do. Hopefully it will get completed by the first week of school. The weather will definitely be a factor. Doug and Principal-Andrew Gardner commended the custodial staff for the great job they did getting the buildings ready to go for another year.

**Personnel:** Superintendent, B.J. Hollensteiner added Jeremy Berg, Sheila McKendree, and Jason Hohnbaum to the list of new hires to be approved by the Board. The District still needs to hire two more SPED teachers, and several instructional assistants.

**Business Manager:** Doug Middlestetter gave the Board a handout with information about the financial situation of the District. The auditors came in August and started their process with his department.

**Special Programs:** The SPED department still needs to hire several teachers. SPED staff is hard to come by. Four people have turned down the position because of the salary. The Board may need to look at the salary compensation for SPED positions in the future.

**Food Service:** Toni Silbernagel gave the Board a written report on the summer lunch program.

### **CONSENT AGENDA**

**David Kinney made a motion for the Board to approve items 5.1-5.3 of the consent agenda with the addition of new hires Shiela McKindree, Jason Hohnbaum and Jeremy Berg (5.1-5.3 included the approval of the minutes for the July 15, 2004-Regular Session, the July 20, 2004 Special Session/Work Session, and the August 11, 2004-Special Session; the approval of new hires Marjorie Bush, Clifton Hawkins, Robert Hill, Jeffry Comstock, and Christina Hall; the acceptance of the resignations of Kelie Greenspan, Kirstin Jorgenson, and Holly Klein; the approval of a leave of absence for Aaron Hoffman; and the approval of the revisions to board policy (AC) Non-Discrimination). It was seconded by Marri Fluhrer and passed unanimously 5-0.**

### **ADDED AGENDA ITEMS**

**Surplus was added to the agenda**

### **NEW BUSINESS**

#### **ACTION**

**Surplus:** A butcher-block top cabinet from the SES kitchen has been replaced and the food service department has requested that it be declared surplus.

**MOTION: David Kinney made a motion for the Board to declare the kitchen cabinet from SES as surplus. It was seconded by Marri Fluhrer and passed unanimously 5-0.**

### **REPORT/DISCUSSION**

#### **Mathematics Curriculum Review: Handout**

The Math Committee, led by Cheryl Klampe Van Hess, has been working since last winter to identify textbooks and produce the new curriculum document. The committee met several times this summer to continue work on the curriculum document as presented. Polly Gysin was instrumental in gathering the information from the group and putting it in the curriculum document form. The goal of the committee was to make it teacher “friendly” by allowing space within the document to make notes about materials and teaching strategies. B.J. Hollensteiner noted that she was pleased with the document. The committee consisted of: Cheryl Klampe-Van Hess, B.J. Hollensteiner, Amy Erwin, Carolyn Lulay, Chris Dougherty, Connie Franklin, Debbie Quady, Dodi Holm, Jane Rowe, Kevin Dohman, Laura Sloan, Lucretia Crosiar, Marjorie Mobley, Neonta Bell, Paulie Gysin, Pearl Harris, Shealon Cooper, and John Kendall. They did a great job!

Each board member received a copy of the math curriculum document to review. There are also copies available for review at each building for staff and/or community members who are interested. The final adoption will be on the consent agenda for September.

**OLD BUSINESS**  
**REPORTS/DISCUSSION**

**Policy Adoptions/Revisions:** The following policy adoptions and revisions were presented and approved for the consent agenda in September.

- GD/GDA Classified Staff/Instructional Assistants: OSBA recommended changes based on new requirements in the NCLB Act of 2001.
- JFCA Student Dress and Grooming: Revisions based on a recommendation after the review of drug and alcohol policies by ODE.
- IGBC Title I/Parental Involvement: OSBA required changes based on new requirements in the NCLB Act of 2001.
- JHFCA Student Skateboard Use: Superintendent recommended change due to liability issues.
- KAB & AR Parental Rights: OSBA policy required based on the NCLB Act of 2001.
- JECBD & AR Homeless Students: OSBA policy required based on legal cases and the NCLB Act of 2001.
- JFC Student Conduct and Discipline: OSBA policy required based on NCLB Act of 2001 and Title IV requirements.
- EEA Student Transportation Services: OSBA policy required based on NCLB Act of 2001 and the McKinney-Vento Homeless Education Assistance Improvements Act.
- JOA Directory Information: OSBA policy required based on the NCLB Act of 2001 and Title IX requirements. District attorneys review of the policy indicates the information may be released to the public and allows for some discretion in Board policy.
- JECF & AR Inter-District Transfer of Resident Students: OSBA policy changes recommended based on NCLB Act of 2001 and the McKinney-Vento Homeless Education Assistance Improvements Act.

**Draft Drawings for Bond:** The drawings presented in the board packet reflect the ideas for construction and improvements discussed by the Board and administrators at previous meetings. These drafts will be used at other meetings being held by principals over the next few weeks to gain input from parents and community members on the plans for the bond. Russ Pitkin from LSW has done updates to some of the plans already. Following the meeting held on the 26<sup>th</sup> to adopt the Ballot Title and Resolution any updates will be made and the display boards will be placed in buildings and taken to community meetings for further review.

**INFORMATION ONLY**

**Enrollment:** Projected student count for the fall is 2426.

**Upcoming Meetings:**

<b>August 26, 2004</b>	<b>Special Session</b>	<b>6:30 PM</b>	<b>Stayton Elementary</b>
<b>September 16, 2004</b>	<b>Regular Session</b>	<b>7:30 PM</b>	<b>Stayton Elementary</b>

**ADJOURN**

The meeting was adjourned at 8:40 PM.

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B.J. Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Vice-Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION**

**MINUTES  
Thursday, August 26, 2004**

A Special Session for the North Santiam School Board was held at 6:30 PM on August 26, 2004 at Stayton Elementary School, located at 875 North Third Avenue in Stayton, Oregon.

**SPECIAL SESSION**

**CALL TO ORDER**

Those present included: Chairman-Dick Morley, Vice Chairman-Donald Blades, Tim McCollister, Marri Fluhrer, Michelle Gescher, David Kinney, Doug Middlestetter-Business Manager/Facilities, and Mary Richards-Secretary. B.J. Hollensteiner and Tracy Stoutenburg were absent.

Also in attendance were several administrators as well as Jim Shannon-Bond Counsel, and David Sitterson-Financial Advisor.

**ADOPTION OF BALLOT TITLE AND RESOLUTION #08-26-04**

Doug Middlestetter went to Portland to review bond structure options on Wednesday. They were narrowed down to two options. David Sitterson explained the options to the Board and answered questions on the bond structure and how it will impact taxes collected each year for the next 21 years. The consensus of the Board was to go with a split sale of the bonds with the first sale in January of 2005 for \$14,500,000 and the second sale in June of 2006 for \$24,300,000. Final decisions on the structure do not have to be made at this time.

Jim Shannon walked the Board through the ballot measure and the resolution. Changes were made to the Resolution on page 2 of the draft, number 4. After the words "Exhibit A", the consensus of the Board was to add the following statement: "with such changes as approved by the Board Chairman". The Summary and the explanatory statement will be reviewed in the next few days by the superintendent, the business manager, and chairman to expand the bullets and increase the number of words used to better clarify what all will be affected by the bond.

**MOTION: David Kinney made a motion for the Board to adopt Resolution # 08-26-04 and the notice of District Measure Election with the changes to Section 4, the summary and the explanation as discussed. It was seconded by Donald Blades and passed unanimously 6-0.**

**APPROVAL OF BOARD CALENDAR CHANGES**

A revised calendar was sent out to all board members to review. With the placement of the Kindergarten classes in rooms A and B at the district office site, the regular meeting

room will no longer be available for board meetings. Dates are the same, only the locations have been changed.

**MOTION: David Kinney made a motion for the Board to approve the revised 2004-05 Board Calendar as presented. It was seconded by Marri Fluhrer and passed unanimously 6-0.**

**ADDITIONAL HIGH SCHOOL SUMMARY**

An updated summary of the high school improvements was given to the Board. The original estimates by Tom Hogstad needed adjustment, which added additional costs to the project. The space additions previously discussed for the PEAK program may need to be deleted in order to stay within the 38.8 million approved by the Board for the bond.

**ADJOURN**

The meeting was adjourned at 7:35 PM.

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B.J. Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Vice-Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**MINUTES**  
**September 16, 2004**

The Regular Session for the North Santiam School District's Board of Directors was called to order at 7:30 PM at Mari-Linn School, located at 641 5<sup>th</sup> Street, Lyons, Oregon. An Executive Session under *ORS 192.660 (2)(d)-Labor Negotiations Consultations* followed the Regular Session.

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Vice Chair-Tracy Stoutenburg, Marri Fluhrer, Tim McCollister, David Kinney, Superintendent-BJ Hollensteiner, Secretary-Mary Richards, Business Manager-Doug Middlestetter, Assistant-Lorna Schwanke, and Principals-Randy LaFollett, Marlene Fox, Paula Baker, and Andrew Gardner. Board members Dick Morley, Michelle Gescher, and Donald Blades were absent.

**SPOTLIGHT**

**Mari-Linn School:** Paula Baker invited those in attendance to view the new playground purchased by the Mari-Linn PTC through fundraising. David Kinney tried out one of the new slides, and found out how quickly one can get down from the top (and how wet they can get during the rainy weather). Also on display in the cafeteria was artwork by Mari-Linn 8<sup>th</sup> grade students. Silhouettes with clues about a student's identify made for an interesting look into their creativity.

**COMMUNICATION**

**Superintendent:** BJ Hollensteiner mentioned that school had gotten off to a good start and that the parking lot at SES was looking good. Student Math and Science adoption materials are in and the District is waiting for additional teacher materials that are on back order.

**Business Manager/Facilities Report:** Doug Middlestetter reported that the SES parking lot is complete and should be ready for buses on Monday. He gave the Board the financial statements and information for September.

**Principals/Supervisors:** Principals-Randy LaFollett, Andrew Gardner, Marlene Fox, and Paula Baker, all invited Board members to attend their open-house festivities including school BBQ's, a band and a Spaghetti Feed fundraiser.

**Food Service:** Toni Silbernagel gave the Board a written report on Food Service.

**CONSENT AGENDA**

**MOTION:** David Kinney made a motion that the Board approve items 5.1-5.4 of the consent agenda (including the minutes of the August 19, 2004-Regular Session, the minutes of the August 26, 2004-Special Session; the approval of new hires Molly Shippy and Michelle Wells and the resignation of Holly Klein; the approval of revisions/adoptions to policies GD/GDA, JFCA, IGBC, KAB & AR, JECBD & AR, JFC, EEA, JOA, JECF & AR; and the adoption of the Math Curriculum). It was seconded by Marri Fluhrer and passed unanimously 4-0.

**ADDED AGENDA ITEMS**

Surplus was added as item 7.2 on the agenda along with an Executive Session under ORS 192.660 (2)(d)-*Labor Negotiations Consultations* to be held after the Regular Session.

**NEW BUSINESS**

**ACTION**

**Unbudgeted Maintenance Issues: Contingency Resolution #09-16-04**

Doug Middlestetter presented information and a written resolution the transfer of funds from contingency regarding maintenance issues for the wall repair in the Bus Barn office, located at Stayton High School. The repairs can be done for about \$8500.

**MOTION: David Kinney made a motion for the Board to authorize a budgetary transfer in the amount of \$8500, to be moved from the Contingency Account (100-6110-810-990-000) to the Operation & Maintenance Account (100-2540-530-900-000) to cover the cost of repairs to the Bus Barn Office based on repair bids received. It was seconded by Marri Fluhrer and passed unanimously 4-0.**

**Surplus:** Mari-Linn School had a variety of old textbooks that were no longer being used because they were either worn-out or had been replaced with new adoption textbooks. The school requested that the list of textbooks submitted be declared surplus.

**MOTION: David Kinney made a motion to declare the list of used textbooks from Mari-Linn School as surplus. It was seconded by Tim McCollister and passed unanimously 4-0.**

**INFORMATION ONLY**

**Enrollment:** Preliminary Enrollment and FTE numbers were given to the Board in their packets. Additional updated enrollment was given to the Board on the night of the meeting. FTE enrollment as of 9/16/04 was 2366.5 with the actual student count as 2441.

**Upcoming Meeting Notification:** The following contains the current list of upcoming meetings for the Board.

**October 21, 2004                      Regular Session      SHS Library      7:30 PM**

**ADJOURN**

The meeting adjourned at 8:00 PM and the Board went into Executive Session under *ORS 192.660 (2)(d) Labor Negotiations Consultations*.

**EXECUTIVE SESSION**

**CALL TO ORDER**

The Executive Session was called to order at 8:05 PM. Those in attendance included: Vice Chair-Tracy Stoutenburg, Marri Fluhrer, Tim McCollister, David Kinney, BJ Hollensteiner, and Doug Middlestetter.

**EXECUTIVE SESSION**

The Board discussed the current labor negotiations between the District and the Licensed-Certified Employees.

**ADJOURN**

The Executive Session adjourned at approximately 9:00 PM.

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B.J. Hollensteiner, Superintendent

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Dick Morley, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION- 7:30 PM**

**MINUTES  
October 21, 2004**

The Regular Session for the North Santiam School District's Board of Directors began at 7:30 PM on October 21, 2004 in the Stayton High School Library, located at 757 W. Locust Street, Stayton, Oregon.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Chairman Dick Morley called the meeting to order at 7:30 PM. Others in attendance were Tim McCollister, Tracy Stoutenburg, David Kinney, Donald Blades, Superintendent-BJ Hollensteiner, Business Manager-Doug Middlestetter, and Board Secretary-Mary Richards. Marri Fluhrer arrived at 8:30 PM and Michelle Gescher was absent.

**EDUCATIONAL SPOTLIGHT**

**Stayton High School:** Principal-Charlotte Klampe introduced Jason Ritter, who is the English Language Learner (ELL) teacher at Stayton High School. Jason Ritter gave the Board an overview of the ELL program and some background on Title III and Title VI regarding the requirements for ELL students. The law states that qualified personnel and textbooks must be available to students in the program. The program must be evaluated and proven to be effective for students and it must be comprehensible. Currently it takes from 7-10 years for ELL students to become proficient in the English language.

SHS has begun the use of the Sheltered Instruction Observational Protocol (SIOP) to allow ELL students meaningful use of language and interaction. This protocol has been used with special education students, students who are struggling with language concepts, and with ELL students. Regular classroom teachers across the District are using the program on a day-to-day basis with all their students. By using the SIOP model, schools hope to reach the goals of No Child Left Behind (NCLB) and at the same time benefit all students in the classroom by helping them to develop strong English skills.

ELL students using the SIOP model have adapted texts for core classes that help to focus in on what they need to learn. Students stay together for classes and are on the same daily schedule. Currently at SHS there are 39 Spanish students and 1 Russian student who qualify for the ELL program at the high school.

**COMMUNICATION**

**Superintendent:** BJ Hollensteiner invited the Board to attend the American Roots Music Festival in late October. The festival raises money for music programs throughout the District.

The superintendent recognized the outstanding effort of Lori LaMarche, a science teacher at Stayton High School, who has raised over \$7000 in donations and grants to support a continuation of the Shed Ed program started several years ago. These funds will allow for the support of the program and for many of the field trips for science students during

this school year. Frank Lumber Company was a big supporter of the program with a \$3200 donation.

**Facilities Report:** The repairs to Stayton Middle School have been completed. Doug Middlestetter noted that members of the Oregon Department of Energy (ODE) plan to view Stayton Middle Elementary School's retrofit updates. An Executive Summary of the Energy Retrofit program is being put together by ODE. North Santiam School District was one of the first districts to take advantage of grants available for energy conservation through SB1149.

**Principals/Supervisors:** Written and/or oral building reports were given to the Board by all principals. Paula Baker, principal of Mari-Linn School, mentioned that Freres Family Foundation gave the school a \$10,685 to pay for a variety of items on their "wish list" including Outdoor School. Charlotte Klampe, principal of Stayton High School invited the Board to the Annual Veteran's Celebration produced by the music department. Also coming up at the high school is the Booster Auction. Marlene Fox, principal at Stayton Elementary School, had positive comments to make about the schools Parent Teacher Club. The club was instrumental in providing the new playground at SES and put in many hours of fundraising activities and hard work to make it a reality.

**Business Manager:** Doug Middlestetter gave a written report on the District's finances to the Board. Timber money has come in, but is off set by the formula used by the state to determine how much each school district receives in state funding.

### **CONSENT AGENDA**

**MOTION: David Kinney made a motion that the Board approve items 5.1 and 5.2 of the consent agenda including the approval of the September 16, 2004-Regular Session minutes and the approval of the revisions to policy JHFCA-Student Skateboard Use. It was seconded by Donald Blades and passed unanimously, 5-0.**

### **ADDED AGENDA ITEMS**

Surplus was added as 7.4 under New Business/Action, and an overnight field trip was added in 9.4 under Information.

### **NEW BUSINESS**

#### **ACTION**

#### **Memorandum of Understanding (OSEA):**

A retired employee with the District wanted to continue participation in the dental insurance plan as provided to current classified employees. The employee would pay all monthly premiums with no cost to the district.

**MOTION: Donald Blades made a motion that the Board approve the Memorandum of Understanding between the Oregon School Employees Association and the North Santiam School District regarding a dental insurance option at no cost to the district. It was seconded by Tim McCollister and passed unanimously 5-0.**

**Letter of Agreement (OSEA):** This agreement was made to formalize three new positions that have been added to the NSSD classified staff, and places them on the salary

schedule. The new positions include Truancy & Work Experience Coordinator, Food Manager 3 and Computer Tech 2.

**MOTION: Tim McCollister made a motion that the Board approve the Letter of Agreement between the Oregon School Employees Association and the North Santiam School District regarding the updates to the classified employee salary schedule. It was seconded by Donald Blades and passed unanimously 5-0.**

**Contract Ratification (NSEA):** A draft copy of the full contract to be ratified for certified employees was given to each board member in their packet for review. Dick Morley, Tim McCollister, and Donald Blades represented the Board during negotiations. It has been ratified by the Union and needs final ratification by the Board. Dick Morley reported that the process went smoothly. Highlights of the two-year contract included language changes for layoffs and class size, updates in salary, insurance, and retirement. There is no re-opener clause.

**MOTION: David Kinney made a motion for the Board to ratify the tentative Collective Bargaining Agreement between the North Santiam Education Association and the North Santiam School District 29J for 2004-2006. It was seconded by Tracy Stoutenburg and passed unanimously 5-0.**

**Surplus:** Sublimity and Stayton Elementary Schools have several boxes of old textbooks that are no longer being used because of new textbook adoptions and outdated texts. They have asked that the Board declare the textbooks as surplus.

**MOTION: David Kinney made a motion for the Board to declare the used textbooks from Sublimity and Stayton Elementary Schools as surplus. It was seconded by Tracy Stoutenburg and passed unanimously 5-0.**

### **REPORT/DISCUSSION**

**Annual Report:** A copy of the 2003-04 Annual Report was passed out to each board member. Additional copies were available to the public. Board Secretary-Mary Richards prepared the report with input from the administrative and supervisory staff. The report is available upon request and is being sent out to community facilities. It is also available on the North Santiam School District website at [www.northsantiamsd.com](http://www.northsantiamsd.com).

**Goals Work Session:** The Board set the dates below for Work Sessions to review current Board Goals and to set new goals for 2004-2006. Greg McKenzie, from OSBA agreed to help facilitate the goal setting process

#### **Work Session Calendar**

November 17, 2004	Work Session-Goals	6:00 PM	SHS
November 20, 2004	Work Session-Goals Continued	8:00 AM	SHS

**OLD BUSINESS**  
**REPORTS/DISCUSSION**

**Mehama School Sale Progress:** Doug Middlestetter reported that the second bid application period and round of advertising came to a close with some strong interests, but no actual bids on the Mehama School property. Thirty information packets were mailed out and there has been one “Open House”, with a very light turnout. Newspaper advertising was done in the Stayton and Salem papers and on site information boxes distributed over 150 colored fliers.

The biggest concern of would-be buyers seems to be the lack of a clear understanding of the UT-1 Zoning classification (Urban Transition). Most of the interested parties would need to pursue a conditional use permit to get the approval for their intended uses. Neither the City nor the County has a clear understanding of who would interpret the UT-1 status if a change were requested. In spite of this, the District continues to receive inquiries from interested parties who may be serious about submitting a bid.

Doug Middlestetter noted that he had plans to enhance the web site pictures, put some additional signage up on the property and go for another round of advertising if the Board was willing. Board members noted that it would cost approximately \$14,000 to enlist the help of a Real Estate Agency to list the property. The consensus of the group was to make a decision in November regarding listing the property with an agency based on updated information at that time.

**INFORMATION ONLY**

**Enrollment:** Regular FTE enrollment as of 10/10/04 was 2323 and actual student count was 2398. The student count has dropped by 43 students during the last 30 days, mostly high school students (22).

**Upcoming Meetings:** The next Regular Session of the Board will be held on November 18, 2004 at 7:30 PM at Stayton Middle School.

**Gifts:** Thank you notes have been sent out to the following people and companies for their gifts to the North Santiam School District:

DeLashmutt	Computer Monitor	\$100 Value	SES
Washington Mutual	Donation	\$1004 Cash	SES
Gomez	Donation	\$100 Cash	SHS

**Overnight & Day Field Trip Requests:** A list of daytime field trip requests received during the last 30 days was given to the Board in their packet. The Board received notification of an overnight field trip request by Stayton High School for their ASB leadership group to attend the “Fall Leadership Conference” in Seaside. They plan to leave on 11/07/04 and return on 11/08/04.

**Fund Raising Plan:** Stayton Elementary School gave the Board an *Event and Fund Raising Plan* for a 3<sup>rd</sup> Grade fundraiser to be held from October 11-29, 2004. The fundraiser has students gathering sponsors to pay for each word they get correct on a final

spelling test. The Board will receive notification when the fundraiser is complete and how it went.

**ADJOURN**

The meeting was adjourned at 8:40 PM.

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B.J. Hollensteiner, Superintendent

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Dick Morley, Board Chairman

# **NORTH SANTIAM SCHOOL DISTRICT 29J WORK SESSION**

## **MINUTES**

**Wednesday, November 17, 2004**

A Work Session for the North Santiam School Board was called to order at 6:00 PM on November 17, 2004 at Stayton High School located at 757 W. Locust Street in Stayton, Oregon.

### **ROLL CALL**

Those present included: Board Members-Tim McCollister, Marri Fluhrer, Michelle Gescher, and Donald Blades, Superintendent-B.J. Hollensteiner, Business Manager/Facilities-Doug Middlestetter, Principals-Charlotte Klampe, Randy LaFollett, Marlene Fox, Paula Baker, and Andrew Gardner. Board members absent were Dick Morley, David Kinney, and Tracy Stoutenburg.

The facilitators for the meeting were Leadership Specialists: Greg McKensie and Betsy Miller-Jones from the Oregon School Boards Association (OSBA).

### **SURVEY PRESENTATION**

Greg McKensie and Betsy Miller-Jones made a presentation of survey results taken in May of Oregonians, 18 years and older, regarding their attitudes and perception of public schools.

Results showed that Oregonians are concerned about students graduating from high school and being prepared for college and work (85%). Oregonians also like student performance based testing and the way students are tested (67%).

### **BUDGET PROJECTIONS**

Business Manager-Doug Middlestetter reviewed the budget projections for 2005-06 and 2006-07 based on a 4.9 billion dollar budget from the State. Handouts were given to all those who attended and were part of the board packet.

### **REVIEW OF BOARD OBJECTIVES, 2000-2005 GOALS, & 2003-04 ANNUAL GOALS-DEFINED**

Greg McKensie went over the current objectives, goals, and annual goals of the Board. The goal setting process defined five goals for the 2004-05 school year. The goals were based on a review of student achievement, district operations, community relations, technology, finances, staff relations, board relations, facilities, equipment, school climate, and previous goals.

**UPDATE GOALS & OBJECTIVES**

The following are the annual goals for 2004-05:

**Goal No. 1**

Pass a Capital Improvements Bond

**Goal No. 2**

Increase Student Performance; All Schools Will Meet or Exceed the No Child Left Behind (NCLB) Requirement for Adequate Yearly Progress

**Goal No. 3**

Make School A Place All Kids Want To Be

**Goal No. 4**

Clarify the District's Mission to the Community, While Unifying and Increasing Community Involvement

**Goal No. 5**

Address Facility Overcrowding Issues; Move 4<sup>th</sup> Grade to SMS and Initiate Boundary Changes

As in the past the District Leadership Team will define the goals and they will be brought back to the Board for approval in December.

**ADJOURN**

The meeting adjourned at approximately 10:00 AM.

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B.J. Hollensteiner, Superintendent

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Dick Morley, Board Chairman

# NORTH SANTIAM SCHOOL DISTRICT 29J

## MINUTES

### REGULAR SESSION

November 18, 2004

The Regular Session for the North Santiam School District's Board of Directors began at 7:30 PM on November 18, 2004 in the Stayton Middle School Library, located at 1021 Shaff Rd in Stayton, Oregon.

#### CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

Those present included: Tim McCollister, Marri Fluhrer, Michelle Gescher, Donald Blades, Superintendent-BJ Hollensteiner, Business Manager/Facilities-Doug Middlestetter, and Board Secretary-Mary Richards. Board members absent were: Dick Morley, Tracy Stoutenburg, and David Kinney.

#### SPOTLIGHT

**Stayton Middle School Student Council:** Principal, Randy LaFollett, introduced the Stayton Middle School Spotlight program with a video presentation produced by teachers Patricia MacKenzie, and Mark Janke. The program, designed to "raise the bar" on spotlights for the Board, provided information on student achievements, community relations, and pride. Along with individual presentations from student council members the spotlight was an overview of student activities, which included: the student store, dances, super class showdowns, assemblies, socials, and volunteerism. The activities that were highlighted showed that Stayton Middle School is indeed a "place where students thrive".

#### COMMUNICATION

**Board Reports:** Marri Fluhrer reported that she attended the American Roots Music Festival and that it was great! The festival is promoted as a fundraiser for NSSD music programs.

**Superintendent:** BJ Hollensteiner gave a report on WESD resolution dollars and how superintendents are analyzing how best to spend the money. With Educational Service Districts facing less funding as well as school districts, schools are looking at how to use their resolution dollars more efficiently. She also noted that the Oregon Department of Education has cut 40% of its staff over the past 3-4 years. Services have been curtailed and ODE is now focusing more on accountability than service.

**Principals/Supervisors:** Building reports and/or School Newsletters were given to the Board from each school. Randy LaFollett, SMS Principal, noted that he has had many positive comments on the new skylights, new windows, and new siding on the building. Paula Baker, ML Principal, invited the Board to attend the Mari-Linn School annual bazaar to be held on November 20<sup>th</sup>. A reception has been planned for Brunk Conley who is on leave from his duty in Iraq. It will be held on November 21<sup>st</sup> at the Santiam Golf Course from 4-8 PM. Board members are invited to attend.

**Personnel:** Superintendent, BJ Hollensteiner, noted that Personnel Administrative Assistant, Kelley Graham, has completed the Certificated Report. This report is used for information to update the *District Report Card* regarding highly qualified staff.

**Curriculum/Instruction:** The Consolidated District Improvement Plan (CDIP) has been changed to the Continuous Improvement Plan (CIP). The CIP is due in May. The superintendent stated that over 300 reports are done on average by each district in the state, ODE is beginning to consolidate its reports to help with the paperwork overload for its staff as well as the districts.

**Business Manager:** Doug Middlestetter reported that the Auditors were reviewing information in early November and things looked positive. A draft report should be available sometime in December. The financial monthly report was given to the Board in their packet.

**Special Programs:** Administrative Assistant to SPED, Barbara Walton, has been working on *Child Count*, which is due in early December. Students who are reported “count” as 2.0 FTE.

### CONSENT AGENDA

**MOTION: Michelle Gescher made a motion for the Board to approve the minutes from the October 21, 2004-Regular Session as presented. It was seconded by Marri Fluhrer and passed 4-0 unanimously.**

### NEW BUSINESS

#### ACTION

**Letter of Agreement (NSEA):** Two teachers at Stayton High School agreed to teach an extra class during their preparation period. They are currently teaching 7 classes rather than the 6 with one preparation period taught by other staff. The extra classes were added to accommodate the high number of student who signed up for art and woods. The *Letter of Agreement* is to pay the staff 1/6 of their salary to compensate them for the additional students in their schedule as well as compensate them for the lack of preparation time within the duty day. The superintendent recommended that the Board approve the Letter of Agreement as presented.

**MOTION: Tim McCollister made a motion for the Board to approve the Letter of Agreement between the North Santiam Education Association and the North Santiam School District regarding additional classes taught with the loss of a “Prep” period. It was seconded by Michelle Gescher and passed 4-0 unanimously.**

**Confidential Contract Ratification:** Tim McCollister and Donald Blades, along with the superintendent represented the Board in the negotiation of the *Working Agreement for Confidential and Supervisory Employees* in the District. Doug Middlestetter, Judy Gormley, and Mary Richards represented Confidential/Supervisory employees. The three-year agreement as presented represents salary, retirement, and insurance changes that are equalized to other employee contracts.

**MOTION: Marri Fluhrer made a motion for the Board to approve the 2004-2007 Confidential and Supervisory Employees’ Working Agreement between the North Santiam School District and the Confidential/Supervisory Employees. It was seconded by Tim McCollister and passed 4-0 unanimously.**

**OLD BUSINESS**  
**ACTION**

**Mehama School Sale:** Doug Middlestetter continued to receive calls from interested parties regarding the sale of the old Mehama School. He has shown the property, distributed information, and has notified interested parties that it will soon be listed with a real estate agent. With no offers at this time, the recommendation is to proceed in that direction upon Board recommendation. The District will ask for an RFP (Request For Proposal) from major real estate companies with a preference towards those in the area.

**MOTION: Tim McCollister made a motion for the Board to direct the Business Manager to send out an RFP to major real estate companies to handle the sale of the Mehama School property. It was seconded by Marri Fluhrer and passed 4-0 unanimously.**

**9. INFORMATION ONLY**

**Enrollment:** As of 11/10/04, FTE enrollment was 2316 with the student count at 2390. The District has dropped an additional 7 students during the last month. Upon the review of withdrawn students since the beginning of the year, most have been identified as moving out of the District.

**Upcoming Meetings:**

November 20, 2004	Tentative Work Session-Cancelled		
December 16, 2004	Work Session	6:30 PM	SES
December 16, 2004	Regular Session	7:30 PM	SES

**Gifts:** The following donated gifts to the District during the month of November:

Laidlaw Transportation	Scholarship	Value: \$2000	SHS
Kett Tools	Electric Tools	Value: \$165	SHS
Freres Foundation	Grant	Value: \$10,685	ML

**Overnight & Day Field Trip Requests:** A list of field trips was submitted to the Board on the Agenda-Explanation in the board packet.

**ADJOURN**

The meeting was adjourned at 8:42 PM.

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B.J. Hollensteiner, Superintendent

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Dick Morley, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION  
REGULAR SESSION**

**MINUTES  
December 16, 2004**

A Work Session for the North Santiam School District's Board of Directors began at 6:30 PM on December 16, 2004 in the Stayton Elementary School Library, located at 875 North Third Avenue, Stayton, Oregon. The Regular Session followed at 7:30 at the same location.

**WORK SESSION**

**CALL TO ORDER**

Chairman-Dick Morley called the Work Session to order, others present included Tim McCollister, Marri Fluhrer, David Kinney, Tracy Stoutenburg, Donald Blades, Superintendent-BJ Hollensteiner, Business Manager/Facilities-Doug Middlestetter, and Secretary-Mary Richards. Michelle Gescher was absent.

There were approximately 10 others in the audience including administrators Randy LaFollett and Marlene Fox.

**REVIEW OF GOALS AND DEFINED AREAS**

Superintendent BJ Hollensteiner has been working on the defined areas of the goals set up by the Board at their last Work Session. A draft was given to each board member and all administrators prior to the Work Session so that they could give input into the defined areas and make suggestions for changes. Additional input is listed below:

**GOAL: PASS A CAPITAL IMPROVEMENT BOND**

Besides actively pursuing community members to help coordinate bond information to the public, the board recommended that the "Blue Ribbon Committee" be asked to reconvene and meet in early January to go over election results and answer the following questions:

- 1) How do they read the election results?
- 2) Based on the public vote, should the bond measure be modified?
- 3) When is the best time to put the measure back on the ballot, May or November? (Both elections must have 50% voter turn out)
- 4) Which activities should be done by the committee to promote the bond measure?

With campaigns, there are limitations on what administrators can to promote the measure. It was noted that district personnel can only give out information, but cannot promote or advocate for the bond while at work. After hours, they can be involved. Usually \$2000-\$5000 is fundraised to promote the bond election. The date for filing for the May election is around the 17<sup>th</sup> of March.

To promote the election, a committee will need at least two strong planners who are well organized and have the ability to lead an additional 20-30 people towards the goals set up by the committee.

Election results show that the bond was lost by a small margin of 218 votes, with 360 under-votes (those who voted in the election, but did not vote yes or no on the bond). Those 360 votes could make a big difference the second time around.

**GOAL: INCREASE STUDENT PERFORMANCE; ALL SCHOOLS WILL MET OR EXCEED THE NO CHILD LEFT BEHIND REQUIREMENTS FOR ADEQUATE YEARLY PROGRESS**

It was noted that the District “Report Card” and the achievement data presented to the public needs to be explained to parents and other community members. Achievement appears to be lower as students move through grades, but the expectations are higher. The media needs to get defined and accurate information.

With NCLB, it is evident that no state or district knows exactly what is expected of them. About the time they think they do, things change because of waivers, which affects states differently. It is hard to track the progress of students without tracking the same kids each year.

The Superintendent stated that most districts have a Curriculum Director who reviews report card data and testing data so that it can be validated for ODE. Several administrators and staff members along with the superintendent are doing curriculum duties, while the District works without a Curriculum Director. NSSD is at a disadvantage by not having someone knowledgeable enough to review and work to make changes when mistakes occur. Even so, it was the consensus of the Board that with budgetary concerns for the next biennium, all aspects of this goal that refer to the hiring of a Curriculum Director be deleted.

**GOAL: MAKE SCHOOL A PLACE THAT STUDENTS IN GRADES 7-12 WANT TO BE**

Originally this goal stated “a place all kids want to be”, but was changed to grades 7-12 by consensus, based on the fact that students in grades 7-12 are more at risk to skip school and make poor choices.

To the sub-goal regarding helping students to prepare for life after high school, it was recommended that all students be made aware that the PSAT is available for juniors to take. College Fairs should be taken advantage of by those juniors and seniors who are contemplating furthering their education. To increase information, college recruiters should be contacted and invited to make presentations. Recruiters could also make students aware of scholarship and grant opportunities as well as how to apply for entrance into their college or university. Counselors might set up several nights to help educate juniors and seniors about local scholarships, their deadlines, how to get letters of reference and transcripts, and where to get applications.

*A Student Climate Assessment* regarding the likes and dislikes of students could be very beneficial in evaluating what makes school a place that students like to be. It was

recommended that the high school ASB help with a phone survey to obtain additional information from students.

**GOAL: CLARIFY THE DISTRICT’S MISSION TO THE COMMUNITY WHILE UNIFYING AND INCREASING COMMUNITY INVOLVEMENT**

Continuing with the “greeters” program and asking select community members to invite additional people they feel would be interested in what’s happening with schools to forums and/or meetings is another way to increase community involvement. This would help to expand a solid group of people that support schools and K-12 education.

The focus of student awards under the sub-goal of unifying community involvement would be on academic excellence *at grade levels across the district.*

**GOAL: ADDRESS FACILITY OVERCROWDING ISSUES; MOVE FOURTH GRADE TO STAYTON MIDDLE SCHOOL AND INITIATE BOUNDARY CHANGES**

The Board will discuss this further at the next Regular Session in January. Information needs to be gathered regarding intra-district transfers requests and how they affect current enrollment at each school.

**ADJOURN TO REGULAR SESSION**

The Work Session was adjourned at 7:25 PM.

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

The meeting was called to order at 7:30 PM. Those present remained the same as listed above.

**SPOTLIGHT**

**Stayton Elementary School:** Marlene Fox presented information on the newly adopted *Bridges to Math* program being used for K-2 students throughout the District. Bridges is a hands-on approach for students and teaches about groups, patterns, types, and colors. It is conceptual mathematics that teaches the basic ideas of geometry and algebra at an early age. Lots of hands-on materials must be produced by teachers and is then integrated into the program, which makes preparation time for teachers very important. Each board member was given a box to look through that had items from the program used by teachers to effectively teach students math.

**COMMUNICATION**

**Superintendent:** BJ Hollensteiner gave the Board handouts regarding the “Governor’s Budget”. It shows a 2.7% decrease for K-12 schools. Since 1990 the buying power of funds provided to schools has decreased by 13.3%. Add that to the continuing decrease in funding for schools and it makes it easier to understand why schools across the state are in a financial crisis. The District, even with a large carry-over balance will face reductions in programs and staff during the next biennium.

It was emphasized by the superintendent that this is only the “Governor’s Budget” and would still have to go through the legislature for revisions and final approval.

**Principals/Supervisors:** Marlene Fox, principal at Stayton Elementary School reported that the school met their goal for selling cookies and beef sticks and that she will be “whip creamed” on Friday to celebrate. A long time classified employee at Stayton Elementary, Rita McCutcheon, will be leaving the district after 19 years of service and the Board presented a Certificate of Appreciation to her. Marlene Fox accepted it on her behalf. Randy LaFollett, principal at Stayton Middle School, came with a very short haircut after the school met their goal during a recent fundraiser. He noted that NSSD students brought in over eight tons of food to donate to the local food bank during their annual food drive. Diane North passed out holiday projects from Kathy Farmer’s 5<sup>th</sup> class to the Board.

**Business Manager:** Doug Middlestetter gave out information to the Board about the election in May. David Kinney, Marri Fluhrer, and Michelle Gescher will all be completing their term in office as board members in June. That will open positions in District 7 (At Large), District 1 (Sublimity), and District 3 (Rural Stayton). Anyone interested in these positions must submit application information to the elections office by mid-March. Additional information is available on the OSBA website at [www.osba.org](http://www.osba.org).

**Special Programs:** The superintendent reported that “child count”, the special education census, has been completed and submitted to ODE. NSSD has 30 additional students this year and has added Autism, Life Skills, and SLP programs for students with special needs over the last six years. Special Education costs impact the general fund and even though the District gets twice as much for each SPED students, it does not cover the cost for students who need special transportation, tutoring, special devices, out of district care, and/or require facility changes to accommodate their disability. The department must show *maintenance of effort* toward SPED students by spending at least the same amount each year on programs and staff. This requirement does not allow for budgetary cuts in staff or programs to the SPED budget in times of financial crisis, leaving only programs and staff in other departments at risk for cuts.

**Food Service:** Toni Silbernagel gave the Board a written report.

### **CONSENT AGENDA**

**MOTION: Donald Blades made a motion that the Board approve the consent agenda including the November 17, 2004-Work Session minutes, the November 18, 2004-Regular Session minutes, and the addition of the early retirement of Jill Galbraith effective December 31, 2004. It was seconded by David Kinney and passed unanimously 6-0.**

## **NEW BUSINESS**

### **ACTION**

#### **Confirmation of Election Results:**

The District received the confirmation of votes from the November 2<sup>nd</sup> election. The Board must verify the receipt of this information and return a written statement, signed by the Board Chairman, that the votes have been certified.

**MOTION: Marri Fluhrer made a motion for the Board to verify receipt of the abstract from the November 2, 2004 General Election and accept the official election results. It was seconded by Donald Blades and passed unanimously 6-0.**

## **REPORT/DISCUSSION**

### **Assurances—Report on Section 22 of the Oregon Administrative Rule:**

Each year the Superintendent must report to the community if the District is failing to conform to any Section 22-OAR. The District is in compliance in all areas except the adoption of texts and placement of the texts in a classroom. The District is behind in the adoption and purchase of Second Language textbooks and will not meet the deadline of 2004 for the adoption of new social studies textbooks. Social studies texts were to be in classrooms in the fall of 2005. The District has been one to two years behind in textbook adoption following budget reductions several years ago. This last fall new math materials were adopted and placed in classrooms. In the coming budget, money should be set aside to buy both second language and social studies texts in order to be in compliance. The costs will be approximately \$160,000. This will be difficult given the funding projections from the *Governor's Budget* reviewed earlier.

## **OLD BUSINESS**

### **ACTION**

**Bond Plans:** With the loss of the bond measure, the Board will need to reassess whether or not they want to place another bond on the ballot and if so when. The Board set a Work Session date for January 6, 2005 at 7:00 PM at the Stayton High School Library to review the next steps. Blue Ribbon Committee members will be invited to attend by written invitation, to be mailed out during the next week. Action on the bond will be placed on the Regular Session agenda in January.

## **REPORTS/DISCUSSION**

**Fourth Grade Move and Boundary Changes:** Administrators have been discussing plans to initiate the move of fourth grade students (current third grade students who will be attending fourth grade during the 2005-06 school year) to Stayton Middle School from Stayton Elementary School, and to notify families that would be affected by the proposed boundary changes. The Board asked the superintendent to come back with updated cost estimates of the move and how many students would be affected regarding both the boundary change and the fourth grade move.

**Superintendent's Evaluation Process-OSBA Booklet:** This booklet was given to board members to review and consider for use in evaluating the superintendent. The Board asked the superintendent to contact Greg McKenzie for possible dates that he would be available to facilitate a Work Session to review how to score the document, make

comparisons from one year to another, and redesigned or “tweak” the evaluation document to meet the needs of NSSD. The dates will be brought back to the Board at the next Regular Session.

**INFORMATION ONLY**

**Enrollment:** FTE enrollment is at 2320.5 and student count is at 2393. That is up by 3 students from last month, but 28.5 below the budgeted FTE enrollment figure of 2349.

**Upcoming Meetings:**

January 6, 2005	Work Session	7:00 PM	Stayton High School
January 20, 2005	Regular Session	7:30 PM	Sublimity School

**Overnight & Day Field Trip Requests:** A list of field trips was given to the Board as part of the agenda explanation in their board packet.

**ADJOURN**

The meeting was adjourned at 8:50 PM.

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**B.J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chairman**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION/SPECIAL SESSION-7:00 PM**

**MINUTES  
January 6, 2005**

**CALL TO ORDER**

A Work Session for the North Santiam School Board was called to order at 7:00 PM on January 6, 2005 at Stayton High School located at 757 W. Locust Street in Stayton, Oregon. Those present included: Chairman-Dick Morley, Tim McCollister, Marri Fluhner, Michelle Gescher, David Kinney, Donald Blades, Superintendent-BJ Hollensteiner, Secretary-Mary Richards, Blue Ribbon Committee members-Dennis Maurer and Kathy Farmer, and Principal-Marlene Fox. Tracy Stoutenburg was absent.

**SITE FOR NEW ELEMENTARY SCHOOL-EASEMENT REQUEST**

The superintendent and business manager met with representatives of the City of Stayton to discuss an easement request by the city on district owned property just west of Stayton Middle School. If there is no easement granted then the District could be responsible to pay for all of the sewer lines if a new school is placed on that property site. A traffic survey will have to be done before the decision for an access road to the proposed school can be made by the city. It will cost approximately \$5000. If the survey shows that there would be too much congestion with two schools having access on Shaff Road, then the District would have to build road access to the west at our expense. When asked for some guarantees from the City regarding issues that may be faced while building the new school in exchange for the District's consent to the easement, the city felt it could not make any guarantees about future building requirements. With this information, along with sewer and road issues, it may be more cost effective to purchase another parcel of land for a new elementary school.

**BOND DISCUSSION**

The election for the bond in November was lost by 218 votes. The Board has several questions that need to be answered:

1. Should the bond be put back up for election?
2. If so, when?
3. Should there be any changes to the amount being requested?
4. If so, what are the changes and how will they affect the current plans?

The consensus of the Board was to put the bond back up for election. The next general elections are in May and November. After much discussion it was the consensus of the Board, that May would be the best time to put the bond back up for election. This decision was based on the positive results of the last election without a strong campaign or committee in place.

During the last campaign newspaper articles were very positive. A discussion of additional campaign strategies included the following options:

- Update and improve the information boards with construction information to be placed at public buildings and stores.
- Continue with voter registration and push to get people to get out and vote (need over 50% of the registered voters to cast a vote for the bond to pass).
- Board members will recruit 5 people who would be willing to help out with door-to-door coverage, phone calls, and mailings. At least 1-2 of those recruits should be willing to play a strong leadership role.
- Build on the core group by asking them to invite additional friends or family who support the bond to help out in the campaign.
- Board members should have some role in the helping to get a positive response towards the bond.
- Put up a sign at the “Proposed Site of the New Stayton Elementary School”.
- Present information at PTA and PTC organizations and ask for their help to spread the word.
- Recruit a group of 8-10 volunteers who would be willing to do the fundraising necessary for the campaign.
- Each Principal will give the Board a list of 6-8 parents who have strong leadership skills and/or who volunteer on a regular basis at their school.
- Recruit the Oregon Military Department to help out with the information board updates.
- Request voter lists sorted by street name to help out those who are going door to door.

**NEXT STEPS**

A resolution for the bond will be presented at the Regular Session in January. Ballot titles and explanatory statements must be filed by March 17, 2005 to be eligible for the May election.

**ADJOURN**

The meeting was adjourned at 8:25 PM.

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**B.J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chairman**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION**

**MINUTES  
January 20, 2005  
Sublimity Elementary School**

The Regular Session for the North Santiam School District's Board of Directors began at 7:30 PM on January 20, 2005 at Sublimity Elementary School, located at 431 Main Street in Sublimity, Oregon. An Executive Session immediately followed under ORS 192.660, (2)(e)-Real Property Transactions, and ORS 192.660, (2)(b)-Complaint Against A Public Officer or Employee.

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Chairman-Dick Morley called the meeting to order. Others in attendance were Vice Chair-Tracy Stoutenburg, Tim McCollister, Marri Fluhrer, Michelle Gescher, David Kinney, Donald Blades, Superintendent-BJ Hollensteiner, Assistant Business Manager-Lorna Schwanke, and Secretary-Mary Richards.

**SPOTLIGHT**

**Board Recognition Month:** BJ Hollensteiner read the proclamation from Governor Ted Kulongoski declaring January 2005 as "School Board Recognition Month". Board members received cards and books that children in the district made to thank them for their time and effort. They also received cookies, candy, and other miscellaneous items as a thank you from various schools.

**Sublimity School Spotlight:** Mrs. Moberg's class raised over 368,955 pennies in their annual penny drive for the **Make A Wish Foundation**. Her students, along with Mrs. Moberg were given the *Shooting Star Award* at a Nike presentation for raising almost 2 million pennies in the past 10 years.

Principal, Andrew Gardner, stated that the Sublimity PTC has been very active in the past few years. They have added computers to the school and this year under the direction of Wendie Bradley they remodeled the school library. Along with the remodel project the PTC also has ordered a large amount of new books to replace the many old books that were "weeded" out.

**North Santiam Schools Foundation Presentation:** Steve Gehlen and Dave McGennis made a presentation on the growth of the American Music Festival, which was first started by former music teacher, Pete Roth. The objective of the AMF is to raise money for the North Santiam School District music programs, while providing an arena for schools to showcase student talent. The money that is raised for AMF is through donations and all the money from attendance goes to music programs. This year a \$4000

check was presented to the Board through the North Santiam Schools Foundation to be distributed to district music programs.

### **COMMUNICATION**

**Board Reports:** Dick Morley reported that he and BJ Hollensteiner met with Affordable Building Company (ABC) and looked at information about school designs and cost analysis. It would cost 15-20 percent less than what has been quoted to build the new elementary school to have ABC build it. One of their buildings is in Sheridan, Oregon. The company is one to consider with that much savings available.

**Principals/Supervisors:** Charlotte Klampe (SHS), Randy LaFollett (SMS), Andy Gardner (SUB), and Marlene Fox (SES) gave building reports to the Board. Frank Caropelo noted that he had applied for a \$500 grant to supply reading books in Spanish for the “nightly reading” program at SES.

**Business Manager:** Lorna Schwanke, Assistant Business Manager, was available to answer any questions the Board had regarding the monthly financial report that was in their packets.

### **CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve items 5.1-5.3 of the consent agenda (including the approval of: the minutes from the December 16, 2004-Regular Session, the minutes from the January 6, 2005-Work Session, the NSEA Letter of Understanding regarding payment for working an extra period, and the OSEA Memorandum of Understanding regarding the early retirement of a classified employee). It was seconded by Donald Blades and passed unanimously 7-0.**

### **ADDED AGENDA ITEMS**

A Letter of Agreement between NSEA and NSSD was added as 7.2a to the agenda.

### **NEW BUSINESS: ACTION**

**Coca-Cola Beverage Provider Agreement:** The high school administration requested proposals from beverage companies to determine whom they would recommend to be the provider for the coming years. They recommend the Coca-Cola Company, the current provider. With Board approval, Coca-Cola would continue as the provider from September 1, 2004 to August 30, 2009. Coca-Cola would pay SHS \$11,480 to offset the cost of a scoreboard as well as \$12,000 over the life of the contract. Commissions on the sale of products will also be paid to the school over the life of the contract. In return, SHS gives Coca-Cola exclusive rights to make beverages available for sale and distribution on the campus. Vending machines are filled 2/3 with healthy choices such as water and juice along with 1/3 of traditional Coke products. In the food-service area only water, juice and milk are provided in the vending machines. Board members were given a copy of the contract in their packets. Charlotte Klampe, Principal of Stayton High School, stated that they have been contracting with Coca-Cola for the past 10 years. Coke has provided very good service and the school uses the “perks” in the contract for the good of students. Coke has in the past provided scoreboards, scholarship funds, and their annual payment supports the school climate fund. Superintendent Hollensteiner recommended approval of the contract.

**MOTION: Donald Blades made a motion for the Board to approve the Coca-Cola contract for the years of 9/1/04-8/30/09. It was seconded by Michelle Gescher and passed unanimously 7-0.**

**Surplus:** Stayton Elementary School has discarded library books, a broken VCR and an overhead projector that they have requested to be declared as surplus. Sublimity Schools has a large amount of discarded library books.

**MOTION: David Kinney made a motion for the Board to declare the items delineated in the board packet as surplus, including the addition of Sublimity's discarded library books. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

**Letter of Agreement-NSEA:** Two letters of Agreement between the North Santiam Education Association and the North Santiam School District were submitted for Board approval.

#1 Jill Galbraith has retired as of December 31, 2004. This *Letter of Agreement* allows Jill to remain as part of the union, to pay dues, and for the District to contract her services until the end of the school year.

**MOTION: David Kinney made a motion for the Board to approve the *Letter of Agreement* noted at #1 above. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

#2 This *Letter of Agreement* allows Neonta Bell movement on the pay scale, based on the contract, even though she missed the submission deadline because of extenuating circumstances.

**MOTION: Donnie Blades made a motion for the Board to approve the Letter of Agreement noted at #2 above. It was seconded by Marri Fluhrer and passed unanimously 7-0.**

### **REPORT/DISCUSSION**

**2003-04 Report Cards:** The Oregon Department of Education released district and school report cards in early January. Districts have until the end of March to get the information out to parents. A copy of each school's report card and the district's report card were in the board packet. They will be reviewed at the Regular Session in February.

### **OLD BUSINESS: ACTION**

**Bond-Resolution #012005:** BJ Hollensteiner spoke with Jim Shannon who revised the bond resolution to include a statement for off year elections and with date revisions as needed. Other than those changes the resolution is for the same amount and same projects. Board members are going to contact people and try to get enough people for a campaign committee. A community meeting is planned for February 9<sup>th</sup> at 7:00 PM (location TBA). The resolution to place a bond on the May 17, 2005 ballot will be voted on at the Regular Session in February.

**REPORTS/DISCUSSION**

**Board Development Work Session With OSBA:** BJ Hollensteiner and Dick Morley met with Greg McKensie from OSBA to set up Work Session for board development and leadership skills. February 3<sup>rd</sup> at 6:30 PM and February 5<sup>th</sup> at 8:00 AM were set as meeting dates for those Work Sessions. The location for the meetings will be determined upon availability of space.

**INFORMATION ONLY**

**Enrollment:** FTE enrollment is at 2326.5 and student count is at 2400. FTE is up by 5.0, but is still down by 22.5 (FTE) based on the budgeted enrollment figure of 2349 (FTE).

**Upcoming Meetings:**

Work Session	02/03/05	6:30 PM	TBA
Work Session	02/05/05	8:00 AM	TBA
Regular Session	02/17/05	7:30 PM	Mari-Linn School-Cafeteria

**Day Field Trip Requests:** A list of day field trips was given to the Board as part of their agenda-explanation.

**Gifts:** The Board acknowledged gifts from Tori Hansen, Guido & Kay Keiner, Valmont Structures, and Dwight Campbell to the District.

**EXECUTIVE SESSION**

The Board went into Executive Session under ORS 192.660, (2)(e)-Real Property Transactions, and ORS 192.660, (2)(b)-Complaint Against A Public Officer or Employee at 9:30 PM. They returned to the Regular Session at 11:20 PM.

**REGULAR SESSION**

**ACTION**

**MOTION: David Kinney made a motion to draft a letter to the complainant upholding the Superintendent’s findings while addressing the issues discussed in Executive Session. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

**ADJOURN**

The meeting was adjourned at 11:30 PM.

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B.J. Hollensteiner, Superintendent

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Dick Morley, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION/SPECIAL SESSION- 6:30 PM**

**MINUTES  
February 3, 2005**

On February 3, 2005 a Special Session for the North Santiam School Board was called to order at 6:30 PM, with a Work Session immediately following. Both meetings were held at Stayton High School located at 757 W. Locust Street in Stayton, Oregon.

**SPECIAL SESSION**

**CALL TO ORDER**

Those present included: Chairman-Dick Morley, Vice Chair-Tracy Stoutenburg, Tim McCollister, Marri Fluhner, Michelle Gescher, Superintendent-BJ Hollensteiner, Secretary-Mary Richards, Business Manager-Doug Middlestetter, and Principals: Charlotte Klampe, Randy LaFollett, Paula Baker, and Andrew Gardner. Board members absent were: David Kinney and Donald Blades.

**CITY OF STAYTON: EASEMENT**

Mike Faught from the City of Stayton ("City") made a presentation to the Board regarding its request for an agreement that would allow (1) a temporary construction easement and right-of-way to use, occupy and crossover NSSD ("District") property, and (2) a permanent utility easement to construct, reconstruct, operate, inspect, maintain and repair underground utilities and appurtenances on District property. The City will be installing sewer lines that eventually could be beneficial to the district if it should ever develop or sell the property.

The City cannot allow development concessions to the District, but is willing to pay the appraised value of the affected land with improvements. The total compensation to the District would be \$9400.

The timeframe of the project will be adjusted so that the construction will not impact students while in school. They plan to begin construction on the sewer project this summer, with completion expected in December of 2005.

Board members asked what the positives and negatives of agreeing to the easement were and the following was noted:

**Positives:**

- Financial benefit for future development or sale
- Financial benefit now of \$9400
- Easement space is only 30 feet wide
- City will restore area back to its original state (or better)

**Negatives:**

- Should Stayton Middle School ever need additional classrooms added on, they could not build anything on the 30 foot area of the easement
- City cannot allow the District any concessions regarding future construction on the site

**MOTION: Tim McCollister made a motion for the Board to approve an agreement between the City of Stayton and the North Santiam School District (regarding a request to establish a temporary construction easement and a permanent utility easement on District property adjacent to the Stayton Middle School for the financial compensation of \$9400). It was seconded by Marri Fluhrer and passed unanimously 5-0.**

**MEHAMA PROPERTY**

Business Manager-Doug Middlestetter notified the Board that there are two offers on the Mehama property, one with a deadline for an answer. He asked the Board if they wanted to go into Executive Session at the end of this meeting or to wait to discuss property transactions until February 17<sup>th</sup>. The consensus of the Board was to post an Executive Session to be held at the end of the Regular Session in February.

**ADDED AGENDA ITEM: QZAB LOAN**

The Board had shown an interest in Qualified Zone Academy Bonds (QZAB) during the past year. They had been notified that there wasn't any available at the time they were researching them. Doug Middlestetter was informed that because of specific circumstances, they are now available. McCliney and Company of Kansas City, Missouri is requesting board approval to designate them as the agent and representative of the District to handle the application, qualification, and processing of the QZAB. There will be no cost to the District until successful completion of the loan and the bonds are sold. Once those transactions are completed, the District must pay McCliney and Company a 5% fee.

**MOTION: Marri Fluhrer made a motion for the Board to authorize McCliney and Company (of Kansas City, Missouri) to pursue the QZAB loan. It was seconded by Tracy Stoutenburg and passed unanimously 5-0.**

**ADJOURN**

The Special Session was adjourned at 7:00 PM and the Work Session was called to order.

**WORK SESSION**

**BOARD DEVELOPEMENT**

Greg McKenzie met with the Board to review a survey that was completed during the prior week, based on the duties of the Board and the importance of each duty. Greg, along with Betsy Miller-Jones, took the information provided in the assessment and made

graphs and charts to show the Board the different aspects of each question and how it was perceived by themselves and also how it was perceived by administrative staff. Items of discussion included: trust, conflict, commitment, accountability, policy, confidentiality, expectations, performance goals, performance, preparedness, communication, information dissemination, student achievement, community relationships, and long range plans.

The OSBA Representatives will be at a Work Session on Saturday, February 5<sup>th</sup> at Stayton Middle School to take a closer look board development.

**ADJOURN**

The meeting was adjourned at approximately 8:30 PM.

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B.J. Hollensteiner, Superintendent

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Dick Morley, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION**

**MINUTES  
February 5, 2005**

A Work Session for the North Santiam School Board began at 8:00 AM on Saturday, February 5, 2005 at Stayton Middle School located at 1021 Shaff Road in Stayton, Oregon.

**WORK SESSION**

**CALL TO ORDER**

Those present included: Chairman-Dick Morley, Vice Chair-Tracy Stoutenburg, Members-Marri Fluhrer and Tim McCollister, Superintendent-BJ Hollensteiner, Secretary-Mary Richards, and OSBA Representatives-Greg McKenzie and Betsy Miller-Jones.

**BOARD DEVELOPEMENT**

Greg McKenzie and Betsy Miller-Jones make a presentation based on the discussions at the February 3<sup>rd</sup> Work Session. The Board discussed strength building, options for approaching an issue, debate, blending, redirecting, solutions, personality types, and commitment.

The Board would like to set up the following:

- A "Get To Know You" brunch or lunch with a Work Session to continue board development in a sharing way.
- A community focus group that meets several times a year to review plans, goals, and the vision for the District.
- Club, social, and civic group visitations (including school support groups such as the Parent Teacher Club or the Boosters).
- On-going school visitations with time set aside to visit with staff members.

**ADJOURN**

The meeting adjourned at 12:10 PM.

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B.J. Hollensteiner, Superintendent

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Dick Morley, Board Chairman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION- 6:30 PM  
REGULAR SESSION- 7:30 PM**

**MINUTES  
February 17, 2005**

The North Santiam School District's Board of Directors met in Executive Session under ORS 192.660, (2)(i)-Performance Evaluation beginning at 6:30 PM on February 17, 2005. The Regular Session began at 7:30 PM with an additional Executive Session following under ORS 192.660, (2)(e)-Real Property Transactions. The meetings were held at Mari-Linn School located at 641 5<sup>th</sup> Street in Lyons Oregon.

**EXECUTIVE SESSION**

**CALL TO ORDER AT 6:30 PM**

Those present included: Board Chairman-Dick Morley, Vice Chair-Tracy Stoutenburg, Tim McCollister, Marri Fluhrer, Michelle Gescher, David Kinney, Donald Blades, Superintendent-BJ Hollensteiner, Business Manager-Doug Middlestetter, and Secretary-Kelley Graham.

**PERFORMANCE EVALUATIONS**

The Board met in Executive Session under ORS 192.660 (2)(i) to discuss performance evaluations and renewal of contracts for the certified and administrative employees as listed in the board packet.

**ADJOURN**

The Executive Session adjourned at 7:25 PM

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIENCE**

All board members were present as above.

**COMMUNICATION**

**Board Reports:** David Kinney wanted the Board to know that the legislature had made changes to the public contracting code and wondered if that was the basis for policy changes to DJF Purchasing Procedures. The Superintendent noted that it was listed on the agenda under Old Business/Discussion as 8.6 Policy Review.

**Superintendent:** BJ Hollensteiner gave the Board an interesting article on K-8 students for them to read as they have time.

**Business Manager/Facilities Report:** Doug Middlestetter gave the routine reports to the Board in their packet regarding the revenue expenditure forecast for 2004-05, as of February 9, 2005.

**Principals/Supervisors:** Several Principals have been out ill during the few weeks. Written and/or Oral reports and were given to the Board by Principals: Andrew Gardner

(SUB), Marlene Fox (SES), Randy LaFollett (SMS), Paula Baker (ML) and Charlotte Klampe (SHS).

**Food Service:** Toni Silbernagel gave the Board a written report.

### **CONSENT AGENDA**

**MOTION: Michelle Gescher made a motion for the Board to approve the consent agenda items 5.1 and 5.2 (including the approval of the minutes from January 20<sup>th</sup>, February 3<sup>rd</sup>, and February 5<sup>th</sup> of 2005; and acceptance of the resignation by confidential employee, Judy Gormley). It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

### **ADDED AGENDA ITEMS**

#### **Work Session Dates:**

The Board discussed additional Work Session dates for board development. Possible dates included February 28<sup>th</sup> and March 12<sup>th</sup>. Superintendent-BJ Hollensteiner will contact Greg McKenzie to see if he is available for either of those dates. Board members will be contacted during the next week to set up the final day and time for the Work Session(s), once she has open dates from OSBA.

### **NEW BUSINESS**

#### **ACTION**

#### **Resolution #0217051-WESD Resolution Services for 2005-07:**

Every two years the Board must approve the Educational Service District Resolutions. The Willamette ESD services are of no cost to the District, as the funding comes from the ESD tax base. The services provided include those used by students on an Individual Education Plan (IEP), which are high cost, low incident services. Other services include the loan of multimedia materials for instructional purposes and Internet service. These services are invaluable to the District. A complete list of services provided by resolution dollars was enclosed in the board packet. *Policy Reference: IGBA-IGBAL Special Education*

**MOTION: Donald Blades made a motion for the Board to adopt the resolution services provided by the Willamette Educational Service District for the 2005-2007 school years, as indicated in Resolution #02170501. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

#### **Acceptance of Playground Equipment:**

A copy of the letter and a Bill of Sale from the North Santiam Schools Foundation formalizing the transfer of the playground equipment to the District was in the board packet. The Foundation and the Parent Teacher Club at SES did a great job of fund raising and gathering volunteers to replace the old playground equipment at the school. The students and staff were very appreciative of the efforts of the people involved, without their hard work it was unlikely that the playground equipment would have been replaced any time soon. This was a formal transfer from the Foundation to the North Santiam School District. The Board acknowledged all those involved in the project and thanked them for their time and hard work.

**MOTION: David Kinney made a motion for the Board to accept the Playground Equipment from the North Santiam Schools Foundation. It was seconded by Michelle Gescher and passed unanimously 7-0.**

**Play-Shed Project Approval:**

The Parent Teacher Club from SES is at it again...they have been working with the North Santiam Schools Foundation and the District to finalized plans for the erection of a play shed on SES grounds. The Foundation, PTC, and district personnel met during the week of February 7<sup>th</sup> to review the proposed building and site where it would be placed. Agreements have been reached on the type of building they are proposing and on the site that it will be placed. The Foundation is reviewing a copy of the agreement between the District and the Foundation prepared by our legal council. The project should be completed by September 2005.

**MOTION: Donald Blades made a motion for the Board to authorize the Parent Teacher Club and the Foundation to move ahead on the completion of the play shed project for SES. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

**2005-06 Budget Calendar Approval:**

Doug Middlestetter updated the budget calendar to reflect current dates for the budget process. There is basically no change in start time. It was placed in the board packet for review. Changes suggested were as follows: Add a meeting on 5/17/05 which will change the meeting numbers to #1, #2, #3, and #4.

**MOTION: Donald Blades made a motion for the Board to approve the budget calendar, as amended, for the 2005-06 Budget. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

**REPORT/DISCUSSION**

**Draft 2005-06 District Calendar:**

Randy LaFollett will be working with the Calendar Committee during the next month on the 2005-06 School Calendar. A copy of the basic calendar was in the board packet. Changes may be made to the timing of "spring break", but otherwise little has been changed so far. The committee will look at the suggestion for students to return on January 3<sup>rd</sup> instead of January 2<sup>nd</sup> after the winter break. A final copy will be given to the Board for approval at the next Regular Session in March.

**OLD BUSINESS**

**ACTION**

**Bond-Resolution #012005:**

Jim Shannon had revised the bond resolution from the November 2004 election to include a statement for off-year elections and the date revisions for the May 2005 election, as the Board had discussed at the previous Work Sessions. Other than those changes in the resolution, it is for the same amount and same projects. The Political Action Committee (PAC) met last week to begin the campaign program for the May election. With questions and concerns regarding the scope of the bond, the Board looked at the September election instead the one coming up in May. At the meeting a motion

was made to approve Resolution #012005 and place a bond on the September 20, 2005 ballot.

#### Discussion Highlights:

- A meeting to form the Political Action Committee in support of the bond was held the 2<sup>nd</sup> week of February.
- Concerns in the meeting indicated that a long-range plan for NSSD needed to be in place...maybe a 25-year plan.
- Some people at the meeting felt that the plan should be dropped for now.
- The PAC should be formed with those who support the bond in its current form.
- Should we go forward with the lukewarm response at the PAC meeting?
- The longer that the Board waits, the more it will cost the taxpayers.
- Should the Board look at smaller projects over time?
- The vote was very close, and people were in favor of the project presented.
- Work on marketing needs to be done to “sell” the bond to the community.
- 50% of those registered to vote must send in their ballot to even have a chance at passing.
- Spend the money on the marketing and presentation to the public.
- The March timeline is tight...PAC must get started now for the May election.
- An informational packet, brochures, and pictures need to be put together as informational items by the District.
- Layoffs based on budget will happen between May and September.
- PAC needs to start planning now.
- Consensus of the Board was to go for the bond, but wait till September election.

**MOTION: Donald Blades made a motion for the Board to defer the adoption of Resolution #102005, put the bond on the September Ballot, and authorize the Superintendent to prepare a summary for distribution to the Board and public that describes the proposal for changes at each site along with a copy of the information in the resolution. It was seconded by Tracy and passed unanimously 7-0.**

#### Superintendent’s Salary:

The Board received information on the Superintendent’s evaluation, comparison of salaries and benefits, along with the knowledge of the added duties to the Superintendent position. A recommendation was made to increase the Superintendent’s salary to 4%.

**MOTION: Michelle Gescher made a motion for the Board to have the superintendent’s salary and benefit level remain the same. It was seconded by Donald Blades and passed 5-2, with David Kinney and Dick Morley voting no.**

#### Renewal of Teacher Contracts:

Each year in February the Board looks at the extension/non-extension of contracted (permanent) licensed staff and renewal/non-renewal of probationary staff. Staff must be given notification prior to March 15<sup>th</sup>. A list of people who are in the 1-2-3 year

probationary status was enclosed in your packet, as well as a listing of contract staff. The Board decided to defer the approval until after administrators had a chance to notify specific staff regarding plans of improvement. This item will be placed on the agenda at the Special Session to be set for early March.

**REPORTS/DISCUSSION**

**Report Card Review:**

Copies of the District and School Report Cards were given to the Board in January. Each school will send out their report card, along with the district report card, by the end of March. Overall ratings for the schools were Strong and Satisfactory. Superintendent-BJ Hollensteiner noted that this information would be included in the Work Session on student achievement scheduled for March 17, 2005 at 6:00 PM.

**Audit Review:**

Doug Middlestetter was available to answer questions and explain figures noted in the 2003-04 Audit. Board members had a chance to review the audit document passed out in January. The District only had minor issues of control, which could lead to problems in journal entries and balancing cash. Safeguards have been put in place to avoid such issues.

**Policy Revisions:**

The revision to policy *JOA-Directory Information* has changes that would allow student photographs to become a part of directory information. At times the District likes to use pictures with students in them (i.e. Annual Report cover, sports pictures, students playing on a computer or a group playing on the playground), this change would allow those pictures to be published without written consent from a parent.

The revision to policy *DJF-Purchasing Procedures* has only slight changes to a few words and the ORS designation. In 2003, the Oregon Legislature revised the Public Contracting Code which dictates how we go for bids and solicit contracted services. These new laws go into effect March 1, 2005. At that time our old rules become void and we are required to adopt new rules.

Also noted was that it may be in the interest of the District to adopt it's own rules at some time in the future, or to make modifications to the default set of rules. That can be done, but should only be undertaken after consultation with District Legal Counsel for appropriate wording. The Board asked a lawyer review the document before final approval. Information will be brought back at a later date.

**INFORMATION ONLY**

**Enrollment:**

FTE Enrollment is holding steady at 2327.5 with student count at 2399.

**Upcoming Meetings:**

TBA	Work Session-Board Relations	TBA	TBA
March 17, 2005	Regular Session	7:30 PM	SHS

**Overnight & Day Field Trip Requests:**

A list of day and overnight field trip requests was listed in the agenda explanation for the Board. The one overnight request was from the SHS Dance Team on 3/18/05 for the State Championship to be held in Portland.

**Gifts:**

Each month during the Regular Session the Board takes time to thank those who have donated gifts to the District. Thank you letters were sent to the following:

John and Priscilla Gest	Computer Equipment (Value: \$300)	SHS
James and Donna Kerr	Computer Equipment (Value: \$300)	SES
US Bank	Teacher/Administrative Desks	DO

**BOARD REPORTS**

**RETURN TO EXECUTIVE SESSION**

The Board returned to Executive Session under *ORS 192.660 (2)(e)-Real Property Transactions* to discuss the Mehama Property at 9:50 PM.

**RETURN TO REGULAR SESSION & ADJOURN**

The Board returned to the Regular Session and adjourned at 10:00 PM.

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**B.J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chairman**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION  
SPECIAL SESSION/ WORK SESSION**

**MINUTES  
March 5, 2005**

The North Santiam School District's Board of Directors met in Executive Session under ORS 192.660 (2)(i)-Performance Evaluation and ORS 192.660 (2)(e)-Real Property Transactions on March 5, 2005 beginning at 8:00 AM. A Special Session and Work Session immediately followed. All three meetings were held at Sublimity School located at 431 Main Street in Sublimity Oregon.

**EXECUTIVE SESSION**

**CALL TO ORDER**

Those present included: Chairman- Dick Morley, Vice Chair- Tracy Stoutenburg, Board Members-Tim McCollister, Marri Fluhrer, Michelle Gescher, David Kinney, and Donald Blades, Superintendent- BJ Hollensteiner, Business Manager/Facilities-Doug Middlestetter, and Board Secretary-Mary Richards.

**DISCUSSION**

**ORS 192.660 (2)(i)-Performance Evaluation:**

The Board discussed the renewal of contracts for licensed staff and the process for implementing Plans of Assistance.

**ORS 192.660 (2)(e)-Real Property Transactions:**

Doug Middlestetter brought the Board an offer on the Mehama Property for \$219,995 by Riser and Dunagan. He stated that this was a good offer, in the upper range of what they expected to get.

**ADJOURN TO SPECIAL SESSION**

The meeting adjourned and the Board went into the Special Session at 8:45 AM.

**SPECIAL SESSION**

**CALL TO ORDER**

Additions to those already present included: Principals-Charlotte Klampe, Randy LaFollett, Marlene Fox, Andrew Gardner, Paula Baker, and OSBA Facilitator-Greg McKenzie.

**RENEWAL OF TEACHER CONTRACTS**

It was noted that the Board would like to meet with the Administrators in a Work Session to discuss the expectations of staff and the evaluation process. It is to be placed on a future Work Session Agenda.

**MOTION: David Kinney made a motion for the Board to renew the contracts of all licensed staff. It was seconded by Michelle Gescher and passed unanimously 7-0.**

**MEHAMA PROPERTY**

**MOTION: Marri Fluhrer made a motion for the Board to accept the offer of \$219,995 by Riser and Dunagun to purchase the Mehama School Property. It was seconded by David Kinney and passed unanimously 7-0.**

**ADDED AGENDA ITEM: SALARY REVIEW**

Tracy Stoutenburg requested that Dick Morley add the salary review as an added agenda item prior to the meeting. She stated that she would like the Board reconsider it's vote on the salary increase for the Superintendent, because she thought she was voting "not to give her a 4% increase", but felt that other discussion would take place for a lower increase and it did not.

Dick Morley reminded the Board that they were voting to reopen the discussion on a possible increase based on the Superintendent's 2003-04 Evaluation.

**MOTION: Tracy Stoutenburg made a motion for the Board to reconsider a salary increase for the Superintendent. David Kinney seconded the motion. The Chairman asked that the vote be tallied: David Kinney, Tracy Stoutenburg, and Dick Morley voting-Yes, and Marri Fluhrer, Donald Blades, Michelle Gescher, and Tim McCollister voting-No. The motion failed 3-4.**

**ADJOURN**

The Special Session adjourned at 9:15 and the Board took a break before going into the Work Session.

**WORK SESSION**

**CALL TO ORDER**

Chairman-Dick Morley called the Work Session to order at 9:24 AM. All those listed above were present.

**BOARD DEVELOPMENT**

Greg McKenzie facilitated the discussion on board development and strategies to become a stronger team. Based on a self-evaluation, the Board and the District Administrators

agreed that several areas needed to be reviewed and improved to keep the Board from getting “bogged down”

The discussion was centered on how the Board interacts with the community and the Superintendent and how the Superintendent interacts with the Administrative Team.

Highlights of the discussion regarding this interaction included:

- How data is obtained and presented
- How to continue to achieve goals with limited resources
- Conjoining the communities of Lyons, Sublimity, and Stayton into a contented global community representing all three
- Updating their vision and long term plans with presentations to the community, and
- Supporting each part of the team through commitment

A commitment to meet more often for Work Sessions that would include the input of the Administrative Team was made. The consensus of the Board was to make a change in the Regular Session meeting time from 7:30 to 7:00 PM and to add Work Sessions (to be held from 6-9:00 PM) throughout the year as an addendum to the 2005-06 Board Calendar.

**ADJOURN**

The meeting adjourned at approximately 12:00 PM.

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**B.J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chairman**

# **NORTH SANTIAM SCHOOL DISTRICT 29J WORK SESSION & REGULAR SESSION**

## **MINUTES March 17, 2005**

The North Santiam School District's Board of Directors met for a Work Session at 6:00 PM with the Regular Session set to begin at 7:30 PM on March 17, 2005 at Stayton High School located at 757 West Locust Street in Stayton.

### **WORK SESSION**

#### **CALL TO ORDER**

The Work Session was called to order at 6:00 PM. Those present included: Chairman-Dick Morley, Vice Chair-Tracy Stoutenburg, Board Members-Tim McCollister, Marri Fluhrer, Michelle Gescher, and David Kinney, Superintendent-BJ Hollensteiner, Board Secretary-Mary Richards, and Administrators-Charlotte Klampe, Randy LaFollett, Andrew Gardner, Paula Baker, and Marlene Fox. Donald Blades arrived at 7:00 PM.

#### **STUDENT ACHIEVEMENT PRESENTATION**

Superintendent-BJ Hollensteiner and the Administrative Team presented information to the Board on student achievement throughout the District. The team has been working with the Superintendent on the Consolidated District Improvement Plan (CDIP), looking at teaching and learning styles and setting up guidelines for change.

The District Leadership Team (DLT) has been looking at building leadership, efforts to raise the bar on student achievement, setting a vision for each school with 1-5 year goals, monitoring progress through data, and self-evaluating how each building is doing with each of the following:

- SPED and Regular Curriculum,
- Staff Development,
- Evaluation of Teachers, and
- Assessment

District and School Report Cards for the 2003-04 School Year were given to the Board in January for their review. The Superintendent went over the different areas shown and explained what type of data was used by ODE.

#### **Stayton Elementary School:**

Marlene Fox-Principal of Stayton Elementary School had the teachers in her building come up with ideas on how to create the kind of growth needed to meet the challenges of Adequate Yearly Progress (AYP) and No Child Left Behind (NCLB) federal mandates.

Highlights of their answers included:

- More prep time
- Careful assessment of the reading program
- More instructional assistant time for student contact

- Non-fiction books and magazines to support “reading in the content area”
- Continued use of inclusive educational practices with exploration of other programs available
- Additional time with students who do not meet benchmarks

**Mari-Linn School:**

Paula Baker-Principal of Mari-Linn School discussed what programs are now being used at ML in both reading and math. Programs include:

- The Wright Reading Program (grades 1-3)
- Use of Running Records for Assessment
- The HEART Volunteer Program (pull out help for students who struggle)
- Read Naturally (grades 2-4)
- SRA Reading Program (grades 4-7)
- Title I (small group and one-on-one help for those struggling in reading or math)
- Bridges Math Program (grades 1-2, and some grade 3 students)
- Ability Math Grouping (grades 3-5)

Mari-Linn School has several areas of need to accommodate student achievement. These include the addition of “Smart” boards, projectors, and computers in every classroom to augment teacher instruction.

The school is also looking at using the Technology Enhanced Student Assessment (TESA) system for assessment testing in math, reading, and science. Student could take assessment tests anytime between October and May of each year. The system allows students multiple chances to take the test, teachers can schedule when they feel students are ready to test, and data on how the student scored is available as soon as the test is completed. To use this system they will need:

- TESA Software
- More Computers
- Expanded Internet Access
- Training

**Sublimity Schools:**

Andrew Gardner-Principal of Sublimity Schools talked to the Board about how Sublimity’s staff uses assessment data to adjust teaching strategies for improved student achievement. They have several exceptional teachers who have been willing to mentor younger teachers on staff regarding how to improve teaching strategies that will affect student achievement.

Core beliefs at Sublimity Schools include:

- The person who does the work is the only one learning
- All students can and must learn
- What we attend to will increase
- We work with people, not students
- Sublimity School has not begun to reach it’s potential

Sublimity Schools has been using the TESA system for assessment testing during this school year. Having the data from student scores immediately after they complete the assessment has been very helpful for teachers.

### **Stayton Middle School:**

Randy LaFollett-Principal at Stayton Middle School spoke about how the staff at SMS is working to improve student achievement beyond “satisfactory”. Current programs and activities to meet that goal include:

- Staff training for emphasis in writing, math, and speech assessments
- Staff training in reading strategies
- Providing more after-school opportunities for students
- Instructional improvements for teachers

Other areas of growth for SMS in the future include:

- Developing a learning community
- Focusing more on instructional growth and leadership by staff
- Focusing more on learning and achievement goals by students and parents

SMS staff is also looking to enhance classroom instruction by using a differentiated approach in the classroom. This approach is different to the traditional classroom by using baseline data for each student and making preparations for teaching based on the needs of each student. A differentiated classroom might include varied ways of assessing students, access to multiple materials which are provided to learn each lesson, peer tutoring opportunities, the incorporation of student interests into the learning environment, the availability of multi-optional assignments, and learning goals which are established for individuals as well as for the class as a whole.

### **Stayton High School:**

Charlotte Klampe-Principal at Stayton High School gave the Board a hand out titled: *What Would Make SHS Stronger?* The list included some of the following needs:

- PSAT testing for all juniors,
- Curriculum improvements in science
- College prep course availability
- Post high school planning
- More interest or curriculum clubs for students
- Elective program enhancements
- Student business opportunities
- Increased peer-tutoring opportunities
- Updated textbooks
- Repair and/or replacement of faulty or outdated equipment
- Improvement of the facility and grounds

Two successful new programs this year at SHS are (1) the *Applied Classes* that have helped ELL students as well as students in the regular program to improve academically, and (2) the *Freshmen As-Risk Program* for early identification of students who are at risk of not graduating based on grades and/or attendance.

With time running out in the Work Session, the Superintendent expressed the need to set up a Work Session for the Board to give their input towards the vision for student achievement. Possible dates will be explored and Board members will be contacted to set that session up.

### **ADJOURN**

The Work Session was adjourned at 7:30 PM.

## **REGULAR SESSION**

### **CALL TO ORDER**

The Regular Session was called to order. Business Manager-Doug Middlestetter was present along with all those listed above.

### **SPOTLIGHT**

**Wells Fargo-“Team Up For Schools”:** Tony Pendleton, manager of Wells Fargo Bank, made a \$320 check presentation to the Board. The bank raised the money with their “Team Up For Schools” program in an effort to support local schools. The Board thanked Mr. Pendleton for his presentation and for the added funds to be used for student needs.

**Stayton High School:** Principal, Charlotte Klampe, introduced Dale Sunderman and some of his students from the Metal Technology class. Together they have been working with the Skills USA Club on a mini chopper and were excited to show the Board the final product. Mr. Sunderman gave the Board a list of donated materials that have been acquired for the manufacturing program and a list of projects that the program has completed for the District since September of 2003. Mr. Sunderman also noted that books being used by the department were almost 20 years old and needed to be replaced. He researched the cost and determined it to be approximately \$3000 for the replacement of the current books. With budgeting coming up he encouraged money to be set aside to update books in elective programs at SHS.

### **PUBLIC PARTICIPATION**

Dennis Maurer came before the Board to request that they consider changing the focus of the bond to encompass a new high school. This would enable students in grades 6-8 to move into the current high school (to become a consolidated middle school) and allow a new grade school to take the place of the current middle school. This would set up all other elementary schools as K-5 schools and continue to keep a school in each community. This plan could save the District’s taxpayers money and eventually be an advantage to all students once they reach high school age. He encouraged the Board to move forward as soon as possible, whatever they decided. The Board thanked Mr. Maurer for his comments.

### **COMMUNICATION**

**Facilities Report:** Doug Middlestetter reported that things are going smoothly regarding the sale of the Mehama School property.

**Principals/Supervisors:** Randy LaFollett gave the Board a copy of the final draft of the 2005-06 School Calendar to review. It will be put on the agenda for approval in April. Randy also invited the Board to come to SMS to watch a “Survivor Skit” that will culminate the end of “Spirit Week”. SMS students, parents, and staff have been fundraising for Outdoor School. They have raised 75% of the money needed for the program so far.

**Business Manager:** A monthly report was included in the Board packet from the business department. Doug Middlestetter noted that administrators, teachers, and staff are being very careful with their requests this time of year, allowing for additional carryover into 2005-06.

**Special Programs:** BJ Hollensteiner stated that the Plan of Improvement for SPED, based on the audit of special programs has been sent to ODE for its approval.

**Food Service:** Toni Silbernagel gave the Board a written report regarding the Oregon School Food Service Conference that was held in Seaside during this month. Staff learned a lot and had a great time “bonding” with each other. Toni also received information on new bills being considered by the Legislature regarding nutrition in schools.

### CONSENT AGENDA

**MOTION: David Kinney made a motion for the Board to approve items 5.2 and 5.3 of the consent agenda (including the Letter of Understanding between NSEA and NSSD to set up the *District Council*; and policy revisions to JOA-Directory Information as presented). It was seconded by Donnie Blades and passed unanimously 7-0. The approval of the minutes from the February 17, 2005-Regular Session will be deferred until next month so changes can be made.**

### NEW BUSINESS

#### ACTION

**Insurance Name Change:** Cammack and Kingsley Insurance purchased the District’s Insurer of Record, Davis-Darley Insurance. Because of this name change, the Board needed to identify Cammack and Kingsley as the official insurance carrier for the District until the end of this school year, June 30, 2005. The Superintendent spoke with Cammack and Kingsley and indicated the District will be issuing an RFP this spring to determine that it is being cost effective and meeting expectations for service. By July 1, 2005, the Superintendent and Business Manager will come forward with a recommendation for an insurance carrier of record.

**MOTION: Donald Blades made a motion for the Board to identify Cammack and Kingsley Insurance Company as the Insurer of record for the North Santiam School District until June 30, 2005. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

## **OLD BUSINESS**

### **REPORTS/DISCUSSION**

**Bond-Brochure and Drawings:** Doug Middlestetter and BJ Hollensteiner have been working with a local artist, David Ewing, to develop the bond brochure and drawings, which were requested at the last meeting. A conceptual drawing done by the artist shows the high school when the front office area is brought out toward the street and the current student commons area is combined with the courtyard under a dome shaped atrium. A copy of the drawing was in the board packet and the brochure was available for review after the meeting.

**Bond-Building Methods:** Over the last few months there have been meetings with companies who represent different ways to construct schools. Dick Morley, Doug Middlestetter, and BJ Hollensteiner have talked to representatives who build schools using different types of options. The *design to build process* is fairly new with the company doing all the architectural, engineering, general contracting, etc. for the project. This process is unlike the *traditional process* where the district hires an architect and a general contractor as separate entities. The *modular process* includes a combination of off-site and on-site building construction. Cost differentiation will be something to look at as final plans are made. A Work Session to review each of these processes will be set up in April (tentative date: April 14<sup>th</sup> @ 7:00 PM).

**Bond-Building Site:** BJ Hollensteiner and Doug Middlestetter have met twice with the city planners to identify sites within the Stayton area for a new school. In the review process they looked at both residential and collector streets, sewer, storm drainage issues, parks, and water access. BJ gave a presentation to the Board regarding the assessment of these issues for each piece of property available in the Stayton area. A committee was formed to look at these and other optional sites and come up with a recommendation for the Board. The committee consists of Tom Hogstad, David Kinney, Marri Fluhrer, and Michelle Gescher. This committee will report back to the Board with their recommendation at the Work Session in April.

**Fourth Grade Move Update:** Randy LaFollett has been working with a committee, broken into sub-committees, to address the various issues regarding the fourth grade move. The committee consisted of staff from the elementary and middle school. Their goal was to ensure that the 4<sup>th</sup> grade move will be smooth and that students will feel safe and happy in a new school environment. A final report was given to the Board addressing financial impacts, naming the school, scheduling, and curriculum issues.

### **INFORMATION ONLY**

**Enrollment:** FTE enrollment as of March 10, 2005 was 2321.5 and the student count was at 2396.

**Field Trip Requests:** A list of day and overnight field trip requests were listed in the agenda explanation for the Board. Overnight field trips included a trip to Hawaii for the SHS Choir, a State Business Leadership Conference in the Portland area for the SHS Future Business Leaders of America, and a State Skills USA Competition held in Roseburg for the SHS Skills USA Club.

**Gifts:** Ed Carrell donated a large amount of shop equipment & supplies (value \$20,000) to the SHS Manufacturing and Woods Department. Both the Board and Stayton High School have sent out thank you letters.

**ADJOURN**

The meeting was adjourned at 9:15 PM.

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**B.J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chairman**

**Upcoming Meetings and Events**

April 5, 2005	Building Site Committee	10:30 AM	DO
April 7, 2005	Regional Meeting	6:00 PM	WESD
April 14, 2005	Building Site Committee	6:00 PM	SES
April 14, 2005	Work Session-Vision	7:00 PM	SES
April 21, 2005	Work Session-Bldg Design	6:00 PM	SMS
April 21, 2005	Regular Session	7:30 PM	SMS
May 5, 2005	Budget Message	7:00 PM	SES
May 12, 2005	Budget Meeting	7:00 PM	SES
May 17, 2005	Budget Meeting*	7:00 PM	SES
May 19, 2005	Regular Session	7:30 PM	SUB
May 26, 2005	Budget Meeting*	7:00 PM	SES

\* If additional meetings are needed

# **NORTH SANTIAM SCHOOL DISTRICT 29J WORK SESSION**

## **MINUTES April 14, 2005**

The North Santiam School District's Board of Directors met on April 14, 2005 for a Work Session at 6:00 p.m. held at Stayton Middle School located at 1021 Shaff Road in Stayton.

### **CALL TO ORDER**

Chairman, Dick Morley, called the meeting to order at 6:10 p.m. Others in attendance included: Tim McCollister, Tracy Stoutenburg, Michelle Gescher, Dave Kinney, Superintendent-BJ Hollensteiner, Business Manager-Doug Middlestetter, and Secretary-Mary Richards, Staff Members-Frank Caropelo, Charlotte Klampe, Randy LaFollett, Marlene Fox, Paula Baker, Andrew Gardner and Community Member-Laura Wipper. Board Members absent were Marri Fluhrer and Donald Blades.

### **REVIEW OF BOARD AND DISTRICT GOALS**

The Board reviewed each of the goals and made suggestions for implementation. These goals will become part of the CDIP that must be submitted in October of 2005.

#### Goal #1      All Students Will Achieve Academic Success

##### Strategies for Improvement

- The District will direct budget resources towards classroom instruction and student achievement
- Staff will use assessment data to differentiate instruction in improving student achievement
- Individual student readiness for next grade or class will be defined and monitored
- Work samples in math, reading, science and writing will show a pattern of individual student improvement
- Staff development will focus on using assessment data to improve instruction and increase student achievement

##### Measures of Success

- Eighty-five percent of the student population shall meet or exceed grade level benchmarks in reading, writing, and math by 2007
- Each student will make at least one years growth in each content area every year

Goal #2 All School Environments Will Support Student Learning, Promote Positive Behavior, and Be Places Where Student Want To Be

Strategies for Improvement

- Site Councils will identify additional processes, activities, and opportunities that will assist students in identifying ways to enhance the school climate and environment at each school
- A system will be developed to increase support of those students who are having difficulty meeting behavior expectations
- An awards system will be set up at each school for students who promote positive behavior
- The District will identify curriculum and/or programs which can be used to teach positive behavior, work and social skills

Measures of Success

- Student drop out rates will continue to decrease and attendance will increase based on 2004-05 statistics
- 10 % of school surveys will be returned and show overall positive marks in school climate, support for student learning, and positive student/parent and staff relationships
- Percentages of students suspended and/or expelled from school will drop from the 2004-05 statistics
- Percentage of parents/community members who volunteer at school activities, functions, and in the classroom will increase based on 2004-05 statistics
- Percentage of students earning three or more failing grades will decrease based on 2004-05 statistics
- An increased number of students will receive recognition for their involvement in activities, achievement in academics, positive behavior, and sportsmanship based on 2004-05 statistics

Goal #3 The District Will Take Actions That Promote Community Involvement

Strategies for Improvement

- The District will initiate community forum meetings to gather input from the community on the District's mission
- The District will develop additional processes and/or events that will encourage and support volunteers and community members who donate time, services or financial support
- The District will develop community friendly information for parents on assessment vocabulary, assessment data, district report cards, and adequate yearly progress
- Identify connections between private and public schools
- Information for parents will be available on the Internet and email lists of parents will be compiled

Measures of Success

- The number of volunteers in each building will increase based on 2004-05 statistics

- The number of businesses in the community that support schools in the North Santiam School District will increase based on 2004-05 statistics
- Publish an informational flyer about how public and private schools in the area are partnering to educate community children (dual enrollment, sped programs, transportation, playground sharing, food service, grant money, etc.)
- Baseline information will be gathered to show the percentage of parents who are communicating by email with the District and/or who go into school and district websites

Goal #4      The District Will Take Action To Enhance Student Access and Success Through The Improvement Of Its Facilities

Strategies for Improvement

- Bond information materials will be developed by the District for distribution to community members
- An overview of the bond measure will be presented to District staff and community groups
- Community forums will be held to inform the public of the bond measure and its impact on student success

Measures of Success

- Community will support and pass a bond
- Facility upgrades to all schools will be completed
- A new elementary school will be built to accommodate growth in the community

**ADJOURN**

The meeting was adjourned at 9:00 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Chairman, Dick Morley**

# **NORTH SANTIAM SCHOOL DISTRICT 29J WORK SESSION/REGULAR SESSION**

## **REVISED MINUTES**

**April 21, 2005**

The North Santiam School District's Board of Directors met on April 21, 2005 for a Work Session at 6:00 p.m. and the Regular Session at 7:30 p.m. Both Sessions were held at Stayton Middle School located at 1021 Shaff Road in Stayton.

## **WORK SESSION**

### **CALL TO ORDER**

Chairman, Dick Morley, called the meeting to order at 6:10 p.m. Others in attendance included: Tim McCollister, Marri Fluhrer, Tracy Stoutenburg, Michelle Gescher, Dave Kinney, Donald Blades, Superintendent-BJ Hollensteiner, Business Manager-Doug Middlestetter, and Secretary-Mary Richards.

### **BUILDING DESIGN PRESENTATION**

#### **Affordable Building Concepts:**

John Boutinen, a representative from the regional office located in Beaverton, made a presentation to the Board about the options available through Affordable Building Concepts (ABC). A company "team" includes an architect, builder, and an engineer, all on staff. This makes it easier for them to get together, look at schedules and problem-solve situations. It is an efficient process, which saves time and money.

ABC has a Guaranteed Maximum Contract (G-Max) option that allows for a cap on the cost of the project. The company works mostly with new construction or large remodel and additions. They use prototype design concepts, have a national buying agreement for best pricing, and are affiliated with national contractors.

Based on the size and complexity of the project, costs usually run between \$143-\$165 per square foot. ABC recently completed a new building in the Sheridan School District for \$116 per square foot. Operating and maintenance costs, masonry, carpeting, UV lighting systems, high performance specs and gym placement all make ABC buildings energy efficient.

Each design is "future proof" so that future remodel or additions can be easily accommodated in the main design. Buildings take about 18 months to complete and are expected to last at least 50 years.

#### **Modern Building Systems:**

Ken Rasmussen made a presentation regarding Modern Building Systems (MBS) and the options available to the district through the company. MBS is located on Porter Road and was established in 1971.

This system is based on mobile modular manufacturing with certain aspects of the building being produced off-site. Pictures and building plans of projects completed recently by MBS were made available to the Board. Buildings start at around \$54 per square foot with T-111 siding and have a life expectancy of about 20 years. Masonry is available as a siding element, which has a longer life expectancy and costs more. They could complete a school project in 8-12 months.

### **ADJOURN**

The Board thanked both men for their presentations and adjourned at 7:10 p.m.

## **REGULAR SESSION**

### **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

The Regular Session was called to order at 7:30 p.m. Additional administrators and community members were in attendance along with those listed above.

### **SPOTLIGHT**

**Stayton Middle School:** Randy LaFollett showed off the new BBQ purchased by the Stayton Middle School Parent Teacher Club by making hamburgers for those in attendance. Kathy Farmer and Kim Maurer assisted. SMS has several BBQs per year and the staff is quite excited about the donation. Randy also mentioned that he was very proud of the fundraising efforts made towards Outdoor School. With no funding available through the District this year, parents, staff, and students had to raise about \$15,000. The Board enjoyed a PowerPoint presentation of Outdoor School featuring pictures taken of this year's 6<sup>th</sup> grade group (100 kids) and the 15-20 high school counselors that helped out.

### **PUBLIC PARTICIPATION**

Dan Swehosky from the Lyons area requested information on how to contact the North Santiam Schools Foundation. Chairman Dick Morley suggested that he contact Tom Coats for information.

### **COMMUNICATION**

**Facilities Report:** Ron Osborne gave the Board a written report on improvements and projects completed so far this year.

**Principals/Supervisors:** The Board received written and/or oral reports from each principal.

**Business Manager:** Doug Middlestetter stated that the budget was ready for May 5<sup>th</sup>, but there continues to be last minute updates. Information on Qualified Zone Academy Bonds (QZAB) will be on the June agenda. The Mehama property sale is on schedule with a May 19<sup>th</sup> closing date set.

**Special Programs:** Superintendent, BJ Hollensteiner notified the Board that a Special Programs Director had been chosen and her hire was included in the consent agenda. Michael Ann McIlvenny has had many years of SPED experience and was chosen from a good pool of candidates.

**Food Service:** Toni Silbernagel gave the Board a written report about nutrition and the legislation proposed to ban on junk food sales during school hours.

**Transportation:** Lin Tanamachi thanked the District for repairs they did to the bus barns. She stated that this time of year is very busy with 125 trips scheduled in April and May. She also noted that there had been a minor bus accident earlier that day, but no one was hurt. Principal, Andrew Gardner stated that he appreciated the flexibility of Lin and her staff when dealing with the new bus schedule for the PEAK 2 program.

**NSEA:** Diane North gave the Board a thank you treat from NSEA.

**OSEA:** Gary Rychard reported that OSEA, the District's classified union has donated \$1000 to the Political Action Committee (PAC) to support the passage of the bond.

## **CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve items 5.1-5.3 of the consent agenda (including the approval of the February 17<sup>th</sup>, March 5<sup>th</sup>, and March 17<sup>th</sup> minutes; the approval of the 2005-06 School Calendar; the approval of the new hire of Michael Ann McIlvenny, the leave of absence for Aimee Kirschenmann and Shawnee Elliott, and the acceptance of resignations from Shannon Stinnett and Crystal Luna). It was seconded by Donald Blades and passed unanimously 7-0.**

## **NEW BUSINESS**

### **ACTION**

**Surplus:** Mari-Linn requested that an old piano and several boxes of library books be designated as surplus, as delineated in the board packet.

**MOTION: Donald Blades made a motion for the Board to approve the items delineated in the board packet as surplus. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

## **OLD BUSINESS**

### **ACTION**

**'Project Playground-Phase Three' Agreement:** A revised copy of the agreement with the North Santiam Schools Foundation (NSSF) was included in the board packet, with an update given out at the meeting. The Superintendent recommended approval so the project could move forward.

**MOTION: David Kinney made a motion for the Board to approve the amended 'Project Playground-Phase Three' Agreement between the North Santiam Schools Foundation and the North Santiam School District. It was seconded by Donald Blades and passed unanimously 7-0.**

**Adoption of Board Goals:** A copy of the board goals to be adopted for the 2005-2007 school years was included in the Board packet. The Superintendent made some wording changes in the main goals as discussed at the Work Session on April 14. A final draft was handed out at the meeting.

**MOTION: Donald 'Blades made a motion for the Board to adopt the 2005-07 Goals as revised. It was seconded by Michelle Gescher and passed unanimously 7-0.**

### **REPORTS/DISCUSSION**

**'Building Site' Committee Report:** Dave Kinney, Marri Fluhrer, and Michelle Gescher met to review properties for a possible building site for an elementary school. They made an oral report to the Board regarding 10 properties available in the Stayton area. Their final recommendation was to purchase the Darley Property (#4). Advantages to the property included:

- Willingness of the owner to sell
- Support from the city
- Access and street improvement needs
- Size and busing issues

Next Steps include meeting with the owner to arrive at preliminary cost estimates and clarification of how the flood plain and West Salem Ditch will affect the use of the property.

The committee's second choice was the Lambert property, adjacent to Stayton Middle School. High development costs would be an issue in the purchase of this property.

A Work Session to discuss land acquisition, building designs, and final bond issues was set for May 7<sup>th</sup> at 8:00 a.m. with the location TBA (possibly the Stayton Fire Hall).

### **INFORMATION ONLY**

**Enrollment:** FTE Enrollment as of April 11, 2005 was 2314 and the student count was 2388. The District is down 7.5 students from last month.

**Upcoming Meetings:** A list of the following meetings was included in the Agenda-Explanation.

May 5, 2005	Budget Message	7:00 PM	SES
May 12, 2005	Budget Meeting	7:00 PM	SES
May 17, 2005	Budget Meeting*	7:00 PM	SES
May 19, 2005	Regular Session	7:30 PM	SUB
May 26, 2005	Budget Meeting*	7:00 PM	SES

**Field Trip Requests:** Information regarding three *overnight* and 11 *day* field trip requests was given to the Board.

**Gifts:** The Board acknowledged gifts given to the District by Nike Incorporated and Jerald Schierling. Thank you letter have been mailed out.

**BOARD REPORTS**

Secretary-Mary Richards gave a written report on the OSBA Regional Meeting, held on April 7th at the Willamette ESD.

**ADJOURN**

The meeting was adjourned at 8:30 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Chairman, Dick Morley**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION**

**MINUTES  
May 5, 2005**

A Special Session for the North Santiam School Board was held at 6:45 p.m. on May 5, 2005 at Stayton Elementary School, located at 875 North Third Avenue in Stayton, Oregon.

**SPECIAL SESSION**

**CALL TO ORDER**

Those present included: Chairman-Dick Morley, David Kinney, Tracy Stoutenburg, Donald Blades, Superintendent-BJ Hollensteiner, Business Manager-Doug Middlestetter, and Secretary-Mary Richards. Tim McCollister, Marri Fluhrer, and Michelle Gescher were absent.

**APPOINTMENT OF NEW BUDGET COMMITTEE MEMBERS**

**MOTION: David Kinney made a motion for the Board to appoint Tom Coats and Eric Nichols to the Budget Committee for three terms (budgets 05-06, 06-07, and 07-08), ending on June 30, 2007. It was seconded by Donald Blades and passed unanimously 4-0.**

**ADJOURN**

The meeting ended at 6:55 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Chairman, Dick Morley**

**EQUAL OPPORTUNITY EMPLOYER**

*North Santiam School District is an equal opportunity employer. This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Mary Richards at the North Santiam School District Office at 503-769-4928.*

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION/SPECIAL SESSION**

**REVISED—MINUTES**

**May 7, 2005**

A Work Session for the North Santiam School Board began at 8:00 a.m., with a Special Session immediately following. Both meetings were held at the Stayton Fire Hall, located at 1988 West Ida in Stayton, Oregon.

**WORK SESSION**

**CALL TO ORDER**

Those in attendance included Chairman-Dick Morley, Vice Chair-Tracy Stoutenburg, Tim McCollister, David Kinney, Marri Fluhrer, Michelle Gescher, Facilitator-Tom Anderson, Superintendent-BJ Hollensteiner, Business Manager/Facilities-Doug Middlestetter, Secretary-Mary Richards, Principal-Charlotte Klampe, Maintenance/Facilities-Ron Osborne, Bob Gore, and Tom Hogstad. Donald Blades was absent.

**BOND DISCUSSION**

**Building Processes:**

All three types of building processes were discussed and evaluated. The consensus of the group was to use Design to Build when possible and use Design/Bid/Build as needed. The district will also use “in house” design/bid/build whenever it is feasible financially.

**Acquisition of Land:**

The building site committee recommended the Darley Property (#4 on the handout). They went over the top three property options in detail and explained why the Darley Property was their final choice. The cost will be about \$7000 per acre (\$212,000 for the 30.93 acres) as reported by Al Drawson, based on the *real market assessed value*. The Superintendent, BJ Hollensteiner, has contacted the owner and he seems willing to sell the property.

**Project Scope:**

The group looked at the project scope last updated for the November election. Working building by building the following was noted:

**SHS—**

The long-term plan for SHS is to keep the school on its current site, adding new buildings as needed for space and continuing to add property as it becomes available. The addition of custodial and storage space should be added in a future bond. The bond scope for the high school includes 7.0 million in construction, 1.78 million in renovations and 1.66 million in infrastructure repairs for a total of 10.44 million.

**10.44 M**

- 10 new classrooms of 900 square feet each
- Increase media space and commons areas by converting the courtyard
- Increase the size of the current cafeteria to accommodate the increased number of students
- Remodel current locker rooms –ADA and Title IX Compliance
- Remodel main entry for security
- Add storage space near gym and in main area for books
- Add support spaces for special meeting rooms
- Add restroom space
- Complete Priority 1 and 2 infrastructure repairs
- Replacement of Auditorium (1.25 million added to construction)

**SMS—**

**1.923 M**

The short-term plan for SMS is to house grades 4-8. Once a new elementary school is built, both elementary schools will house grades K-5 and SMS will have only grades 6-8. Long-term space needs should not be a problem. The bond scope for SMS includes \$319,288 million in expansion and renovations and 1.604 million in infrastructure repairs for a total of 1.923 million.

- Expand parking area
- Secure the entry
- Site work
- Priority 1 & 2 infrastructure repairs

**SES—**

**3.0 M**

Currently SES is over capacity at almost 600 students. Discussion centered on short-term plans to build an additional elementary school in Stayton (K-5). Once the K-5 building is completed, there should only be about 300 students in a 450 student building. Long-term this means that SES should not need additional space for many years. However, there are infrastructural repairs that must be addressed because the building is old. The bond scope for SES includes 3 million for the repairs and renovations. If money is available, bathroom space and extension of media space may be added.

- Expansion of the cafeteria
- Priority 1 & 2 infrastructure repairs

**ML—**

**6.5 M**

Mari-Linn School’s enrollment is growing at a slow pace compared with the rest of the district, yet its buildings are in poor shape and have some seismic and asbestos issues that need to be dealt with. In the previous bond scope two classrooms were being added along with infrastructure repairs. Short-term this bond will build half of a school similar to what has been planned for Sublimity. Long-term the existing gym will be kept and the remaining half of the school will be replaced with new construction. The plans for this “wing” were worked out earlier through LSW with the thought of adding more space in the future. The bond scope for ML includes 6.5 million for infrastructure repairs and new construction.

- Additional classroom “wing”
- New cafeteria/kitchen and multipurpose room in new “wing”
- Repairs to current gym
- Priority 1 & 2 infrastructure repairs

**SUB—**

**6.5 M**

Sublimity Middle School needs to be torn down because of safety issues and the cost of fixing the existing building. Two classrooms can be saved and in the long-term additional bathrooms will be added so that the classrooms can be used as either additional classroom space or meeting rooms. The current gym will have secondary use for the school and for community access. A new wing will be added to the existing elementary site to accommodate the middle school students. In the long-term, an additional classroom wing will replace old classrooms in the current elementary building. The bond scope for SUB is 6.5 million for construction, infrastructure repairs, and demolition of the current middle school.

- Addition of 9 new classrooms in a new “wing”
- Addition of new gym connected to new “wing”
- Addition of multipurpose/cafeteria and kitchen to the new “wing”
- Addition of restroom space in the new “wing”
- Priority 1 & 2 infrastructure repairs

**New Elementary School—**

**9.9 M**

A new elementary school to accommodate 450 students is to be built on land to be purchased by the district. Current property owned by the district was reviewed and costs to put the school there were very high based on road access and improvements needed. It is cheaper to purchase additional land on a site in east Stayton. New construction of the school will cost 7.8 million and land acquisition and improvements needed will cost 2.1 million. The bond scope for the new elementary school is 9.9 million dollars. The school will have a life expectancy of 50 years.

**Review of Resolution—**

**TOTAL: 38.263 M**

A review of the resolution (#050705) with changes to the total was done.

**ADJOURN**

The Work Session was adjourned and the Board went into a Special Session at 12:10 p.m.

**SPECIAL SESSION**

**ADOPTION OF RESOLUTION FOR BOND**

**MOTION: David Kinney made a motion for the Board to adopt Resolution #050705, based on the 38.3 million dollar bond to be place before the voters in September of 2005. It was seconded by Tracy Stoutenburg and passed unanimously 6-0.**

**MOTION: David Kinney made a motion that the modified exhibit A and Resolution#050705 be available for review at the next Regular Session. It was seconded by Marri Fluhrer and passed unanimously 6-0.**

**UPCOMING EXECUTIVE/SPECIAL SESSION AND WORK SESSION**

An Executive Session has been set for 6:00 p.m. on May 12, 2005 at SES under ORS 192.660 (2)(d) Discipline of Public Officer or Employee. A Special Session will immediately follow. A Work Session was set for May 19, 2005 at 6:30 p.m. to review policy and procedures for hiring staff and to obtain public comment. The Regular Session will immediately follow. Both sessions on May 19<sup>th</sup> will be held at SHS.

**BOARD PRESENTATIONS**

Board members will make a presentation at each building explaining the long-term and short-term master plans for each of the buildings. A PowerPoint presentation will be put together by the District Office staff and will include the scope of the bond. The presentation will take place in early June, before staff leaves for the summer break.

**ADJOURN**

The meeting adjourned at 12:20 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Chairman, Dick Morley**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION/SPECIAL SESSION—6:00 PM**

**MINUTES  
May 12, 2005**

The North Santiam School Board met in Executive Session under *ORS 192.660 (2)(f) Exempt Public Records and ORS 192.660 (2)(h) Legal Counsel*, at 6:00 p.m. on May 12, 2005 at Stayton Elementary School, located at 875 North Third Avenue in Stayton, Oregon.

**EXECUTIVE SESSION**

**CALL TO ORDER**

Those present included Chairman-Dick Morley, Vice Chair-Tracy Stoutenburg, Tim McCollister, Donald Blades, Marri Fluhrer, David Kinney, Legal Counsel-Bruce Zager, Superintendent-BJ Hollensteiner, and Board Secretary-Mary Richards. Michelle Gescher was absent.

**EXEMPT PUBLIC RECORDS & LEGAL COUNSEL**

The Board reviewed records to consider disciplinary action against a staff member.

**ADJOURN**

The Executive Session adjourned at 7:10 p.m.

**SPECIAL SESSION**

**CALL TO ORDER**

A special session was called to order at 9:20 p.m.

**ACQUISITION OF LAND**

**MOTION: David Kinney made a motion for the Board to authorize the Superintendent to discuss the acquisition of property for the new elementary building with Mr. Darley, and to set up an option to buy should the bond pass. It was seconded by Tim McCollister and passed unanimously 6-0.**

**ADJOURN**

The meeting was adjourned at 9:30 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Chairman, Dick Morley**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION/SPECIAL SESSION**

**MINUTES  
May 17, 2005**

The North Santiam School Board met in Executive Session under *ORS 192.660 (2)(d) Discipline of Public Officer or Employee* at 6:00 p.m. on May 17, 2005. A Special Session was held immediately following the Executive Session. Both meetings were held at Stayton Elementary School, located at 875 North Third Avenue in Stayton, Oregon.

**EXECUTIVE SESSION**

**CALL TO ORDER**

The Executive Session was called to order. Those present included Chairman—Dick Morley, Vice Chair—Tracy Stoutenburg, Board Members—Tim McCollister, Michelle Gescher, Marri Fluhrer, David Kinney, and Donald Blades, Superintendent—BJ Hollensteiner, Legal Counsel—Bruce Zager, and Secretary—Mary Richards.

**ORS 192.660 (2)(d) DISCIPLINE OF PUBLIC OFFICER OR EMPLOYEE**

The Board considered information regarding the dismissal of a public employee. BJ Hollensteiner presented district information and a letter from the lawyer of the employee was also presented to the Board, in lieu of a personal appearance.

**ADJOURN TO SPECIAL SESSION**

The Executive Session adjourned at 6:41 p.m. and the Board went into Special Session.

**SPECIAL SESSION**

**ACTION**

MOTION: Donald Blades made a motion to dismiss Louis John (Chip) DeLoretto based on the recommendation of the Superintendent and the evidence presented during the Executive Session. It was seconded by Michelle Gescher and passed unanimously on a poled vote of 7-0.

**ADJOURN**

The meeting was adjourned at 6:45 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Chairman, Dick Morley**

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**WORK SESSION—6:30 PM**  
**REGULAR SESSION—7:30 PM**

**MINUTES**  
**May 19, 2005**

The North Santiam School District's Board of Directors met for a Work Session at 6:30 p.m. and a Regular Session at 7:30 p.m. on May 19, 2005. Both Sessions were held at Stayton High School located at 757 W. Locust Street in Stayton.

**WORK SESSION**

**CALL TO ORDER**

Those present included Chairman-Dick Morley, Vice Chair-Tracy Stoutenburg, Tim McCollister, Marri Fluhrer, Michelle Gescher, David Kinney, Superintendent-BJ Hollensteiner, Legal Counsel-Paul Dakapolos, Stayton High School Principal-Charlotte Klampe, and Secretary-Mary Richards. There were approximately 30 people in attendance including staff members, community members, and media representatives.

**POLICY AND PROCEDURES FOR HIRING STAFF**

Superintendent-BJ Hollensteiner, and SHS Principal-Charlotte Klampe went over the hand out given to all those who were in attendance. It included the current hiring processes, a breakdown of the specifics in the hiring process used when Mr. DeLoretto was hired as a Social Studies teacher at SHS, notes from Ms. Klampe after the release of the TSPC report on Mr. DeLoretto, the reasons for Mr. DeLoretto's dismissal, changes being made to current hiring process because of the DeLoretto situation, and additional information from the Board.

The following additional points were made:

- There was no criminal conviction of Mr. DeLoretto in 1986 regarding an incident with a 17-year old girl from Willamina.
- TSPC received a complaint by a student's parents in August of 1986; the girl refused to talk with authorities, however TSPC charged Mr. DeLoretto with gross unfitness and gross neglect of duty and revoked his license in 1987.
- TSPC reinstated Mr. DeLoretto's license in 1990 after a psychologist gave a favorable report on him.
- Mr. DeLoretto stated on his application that he had inappropriate contact with an 18-year old senior just prior to her graduation and that he voluntarily surrendered his license, which was later, revoked and reinstated by TSPC.
- The North Santiam School District was unaware that Mr. DeLoretto had ever worked at Willamina (where the incident happened which caused his license to be revoked).
- NSSD was aware that Mr. DeLoretto had issues at Cascade, but they were not comparable to what happened at Willamina.
- TSPC reports are now considered public information and can be requested by school districts.

- Districts depend on TSPC to oversee licensure and for other school districts to disclose information on teachers when they have requested a reference.
- NSSD was the fourth district to hire Mr. DeLoretto since his license was revoked. All of Mr. DeLoretto's references were outstanding and he had nine years of educational employment without any complaints.
- Mr. DeLoretto continually clouded the issue on his behavior on his application, in his interview, and regarding his time spent at Willamina.
- Cascade was contacted and they had no personnel records, besides payroll, on Mr. DeLoretto.
- Mr. DeLoretto was dismissed because of material misrepresentation and omissions on his employment application, and for his improper and unprofessional contact with students.

Other discussion items were the new additions to the hiring process for NSSD. These include the following changes at this time. There will be additional review by the DLT and Board as needed.

- Establish a new *Background Question Form* (NSSD addition to the state application).
- Database of all teachers disciplined by TSPC will be reviewed before interview process begins.
- Add a supplemental *Work Experience Form* that includes all work history, not just educational experience.
- A Background Question-Area of Concern section has been added to the *Application File Screening Form*.
- Prospective employees who mark yes to any answers on the *Background Question Form* will have TSPC records pulled (under consideration is if a prospective employee has had their license revoked, suspended or denied, they will not be considered for hire).
- Principals will request a licensure history from TSPC for any individual they plan to recommend for hire.
- Principals will meet with the Superintendent to discuss candidates and review materials used in the hiring process.
- Following reference checks, the principal will make a written recommendation to the Superintendent for hire, which will be placed in the board packet for final approval.
- The District will do a criminal history check on all candidates that accept a position.

Chairman Dick Morley stated that the Board had time to listen to public comments about the policy and/or procedures for the hiring of staff. The following comments or points were made:

Lisa Trussell: Parent

- Felt the changes in process for hiring were a good start
- Look at criminal and civil proceedings for criminal checks
- Have a professional consultant evaluate the District's Human Resources Department and the hiring practices
- Look at having parents evaluate teachers
- Don't count on only reference checks provided by prospective employee

Jamie Utzie: Parent

- Students seemed to be aware that there was a problem with Mr. DeLoretto and knew about his past at Cascade
- She asked if anyone on the Board or the interview team knew Mr. DeLoretto before he was hired; Ms. Klampe stated that she knew his wife years ago, who was her minister's daughter
- She also asked why they didn't talk to teachers who worked with Mr. DeLoretto if they knew there was a problem at Cascade; Ms. Klampe stated that they called Cascade and there was no administrator currently employed who worked with Mr. DeLoretto in 1985--all Cascade had on file for Mr. DeLoretto was his payroll information

Doug Denson: Community Member

- Felt there should be a board member involved in the interview process to keep the Board more informed about hiring issues.

Dave Fluhrer: Parent

- Suggested that the Board not over-react to the incident by putting absolutes in the hiring process (TSPC can deny a license based on things not relevant to the safety of children or the ability of the employee to teach. Not turning in correct paperwork or needing additional credits could result in a denial of license).

### **ADJOURN**

The Work Session adjourned at 7:40 p.m.

## **REGULAR SESSION**

### **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

The Regular Session was called to order at 7:45 p.m. Those listed above were in attendance along with additional administrative, district staff, and community members.

### **SPOTLIGHT**

**Stayton High School:** Diane Allen Jackson gave a report on the trip that choir members made to Hawaii during Spring Break. The students raised money for their trip through fundraisers and personal accounts. The group took a look at Pearl Harbor, visited the University of Hawaii, went on shopping trips, watched island dancers, saw the King Maya Maya Statue, visited the Hard Rock Café, and the Polynesian Culture Center.

The group is planning another trip in 2007 to Britain, Scotland and Ireland. A copy of their itinerary was given to the Board to review.

### **PUBLIC PARTICIPATION**

Additional comments were made to the Board regarding hiring processes with suggestions for further reference checks and criminal history checks on those filling out applications for employment.

## **COMMUNICATION**

**Facilities Report:** Next month the QZAB presentation with a resolution will be presented to the Board.

**Principals/Supervisors:** Randy LaFollett invited the Board to the SMS Academic Night. Andy Gardner reported that they had 100 percent participation at SUB using the TESA computerized assessment testing system. Students seem to do very well on the system. Marlene Fox reported that the PTC has completed their participation for part II of the covered play area that should be completed over the summer at SES. Board members were invited to attend an all school BBQ and Walk-a-Thon in June. Charlotte Klampe stated that SHS had a “drunk driving” assembly that was a real eye-opener for some students. Graduation is coming up and 59 students will be receiving their CIM, 96 will be receiving their endorsements in language arts and social sciences. Those students will be wearing white cords at the ceremony.

**Curriculum/Instruction:** Textbook Adoption for Social Sciences will need to be done during the 2005-06 school year. Textbook purchases may have to be delayed based on funding.

**Business Manager:** Ending fund balances remain high with additional money from PERS savings and additional state funding money sent to schools in May.

**NSEA:** Mark Miller is the new NSEA president for the 2005-06 School Year.

## **CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve consent agenda items 5.1 and 5.2 (including the approval of the minutes for the April 21, 2005—Work Session/Regular Session, the May 5, 2005—Special Session, the Revised May 7, 2005—Work Session/Special Session; and the acceptance of the resignations of Christina Hall, Molly Shippy, and Frank Caropelo). It was seconded by Tracy Stoutenburg and passed unanimously 6-0.**

## **ADDED AGENDA ITEMS**

**Addition to the Agenda: Board Presentations as 8.1**

## **NEW BUSINESS**

### **ACTION**

**Surplus:** Mari-Linn School has an old Pepsi machine that has been gutted and was used for a cooler to raise fish in a controlled atmosphere. They no longer have a need for it and have requested that it be declared as surplus.

**MOTION: David Kinney made a motion for the Board to declare the gutted Pepsi machine from Mari-Linn School as surplus. It was seconded by Marri Fluhrer and passed unanimously 6-0.**

## **REPORT/DISCUSSION**

**Personnel Policies and Procedures:** The Board discussed the issue on pages 21-24 of the personnel hiring procedures. It was the consensus of the Board that extenuating circumstances may need to be looked at when they find that a license has been revoked or denied. Licenses have been revoked or denied in the past by TSPC because of timelines and/or non-payment of fees, not just for poor professional behavior or conduct

unbecoming of an educator. If the interview team and the superintendent agree that there are extenuating circumstances that should be considered, the Board will be notified of the reason for the TSPC denial or revocation of license before they approve of the hire.

The forms presented to the Board during the Work Session will begin being used immediately. Legal counsel has reviewed the changes. Things that need to be looked at include: the criteria used for the denial or revocation of a license by TSPC; review processes for extenuating circumstances; SOP's for interviews and getting information to the Board before the final hiring is approved; additional time for review of applications; formal requests for approval by principals to the superintendent; and a more centralized process for hiring.

**OLD BUSINESS**  
**REPORTS/DISCUSSION**

**Scheduling Board Presentations: Bond Scope**

It was recommended at the last Work Session that the Board make presentations regarding the scope of the bond to staff before they break for the summer. Mary Richards will find out when staff meetings are scheduled and will contact board members to see what schedule works best for them. The Superintendent, Business Manager, and several board members will be at each staff meeting to present a power point presentation and answer questions about the bond. All meetings will be scheduled before staff leaves for the summer break.

**INFORMATION ONLY**

**Enrollment:** FTE Enrollment is at 2300 and student count is 2373. FTE is down 14.0 from last month.

**Upcoming Meetings:**

June 16, 2005	Budget Hearing	7:00 PM	Stayton Elementary School
June 16, 2005	Regular Session	7:30 PM	Stayton Elementary School

**Day Field Trip Requests:** A list of year-end field trips was presented in the agenda explanation.

**Gifts:** The District received the following gifts/donations during the months of April and May.

- Jana Constantine                      Howard Piano                      (Value-\$1500)                      ML
- Kelly Petersen                              Printer Cartridges                      (Value-\$150)                      SES

**Announcements:** Sublimity Schools is having an auction on Saturday, May 21<sup>st</sup> at Regis High School.

**ADJOURN**

The meeting was adjourned at 9:15 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Chairman, Dick Morley**

# NORTH SANTIAM SCHOOL DISTRICT 29J BUDGET HEARING

## MINUTES June 16, 2005 Stayton Elementary School

The North Santiam School District's Board of Directors met for a Budget Hearing at 7:00 p.m. on June 16, 2005 at Stayton Elementary School located at 875 North Third Avenue in Stayton.

### **BUDGET HEARING**

#### **CALL TO ORDER**

Chairman—Dick Morley called the budget hearing to order at 7:00 p.m. Others present were David Kinney, Marri Fluhrer, Michelle Gescher, Tim McCollister, Tracy Stoutenburg, Superintendent—BJ Hollensteiner, Business Manager—Doug Middlestetter, Assistant Business Manager—Lorna Schwanke, Secretary—Mary Richards, and additional staff and community members.

#### **2005-06 BUDGET HEARING**

**Budget Adjustments:** Doug Middlestetter had a few adjustments to go over on the budget document, as outlined on the handout. This included:

- Subtract \$50,000 from 2120—Guidance Services
- Addition to 2700—Early Retirement of \$30,000
- Addition to 1121-322—4<sup>th</sup> Grade Moving Costs of \$15,000
- Addition to various 410—Supplies to buildings of \$5000
- Add 500,000 to 5400—Beginning Fund Balance
- Subtract \$250,000 to 3101—School Support Fund
- Subtract \$250,000 to 25-40—Repairs (for SHS Roof)
- Add \$2,300,000 for property taxes collected, and subtract \$2,300,000 for debt service

The net effect of these adjustments on the ending fund balance and the 2005-06 Budget is zero, making the total for the 2005-06 Budget \$101,451,382 (4.3973 per \$1000 of assessed value in property taxes). This figure takes into consideration the possibility of the passage of the construction bond in September, and the purchase of the QZAB bonds for maintenance projects.

**Review of Resolutions:** Doug and BJ answered questions regarding the resolutions for the Budget. Listed as #061605B—Adopting the Budget; #061605C—Making Appropriations; and #061605D—Imposing and Categorizing Taxes Combined.

**Public Participation Regarding Proposed Budget:** There was no public comment during the budget hearing.

**ADJOURN**

The hearing was adjourned at 7:20 p.m.

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**B.J. Hollensteiner, Superintendent**

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**Dick Morley, Board Chairman**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION**

**MINUTES  
June 23, 2005**

A Special Session for the North Santiam School Board was held at 6:30 p.m. on June 23, 2005 in the Stayton High School Library located at 757 W. Locust Street in Stayton, Oregon.

**SPECIAL SESSION**

**CALL TO ORDER**

The meeting was called to order at 6:55 p.m. Those present included Chairman—Dick Morley, David Kinney, Tim McCollister, Marri Fluhrer, Superintendent—BJ Hollensteiner, and Business Manager—Doug Middlestetter.

**INSURANCE AGENT OF RECORD**

On the agenda was a resolution to approve an Insurance Agent of Record for the District. The Board asked the Business Manger—Doug Middlestetter to meet with the current local agent and discuss service options. The resolution will be reconsidered at the Regular Session in July.

**BUDGET ADJUSTMENTS RESOLUTION #062305B**

Doug Middlestetter gave the Board a list of budget adjustments for the 2004-05 Budget. These included \$40,000 transferred from the Federal Programs Fund to the General Fund; \$40,000 from the General Fund to the Food Service Fund; \$40,000 from the General Fund to the Capital Projects Fund; an internal transfer from the ASB Elementary Fund from Contingency to Instruction; and an internal transfer from the ASB High School Fund from the Contingency to Instruction. The list included fund and function numbers, a description of the function, the amount transferred in or out and an explanation of why it was needed.

**MOTION: Tim McCollister made a motion to approve the transfer of funds as recommended (in resolution #062305B). It was seconded by David Kinney and passed unanimously 4-0.**

**ADJOURN**

The meeting was adjourned at 7:15 p.m.

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION BOARD MEETING**

**REVISED MINUTES**

**July 21, 2005**

**OATH OF OFFICE:** Superintendent—BJ Hollensteiner administered the Oath of Office to David Kinney, Laura Wipper, and Doug Denson. The Regular Session of the North Santiam School District was called to order at 7:05 p.m. at the District Office located at 1155 North Third Avenue in Stayton Oregon.

**CALL TO ORDER, ROLL, CALL, PLEDGE OF ALLEGIANCE**

Those present included Dick Morley, Tim McCollister, Doug Denson, Tracy Stoutenburg, Laura Wipper, David Kinney, Superintendent—BJ Hollensteiner, and Secretary—Mary Richards.

**NEW BUSINESS**

**ACTION**

**Election of Board Chair and Vice Chair:**

*Policy Reference: BBB Board Elections/ORS 332.040*

Nominations—Board Chair: Doug Denson nominated Tracy Stoutenburg as Board Chair.

**MOTION: Tim McCollister made a motion for the Board to cast a unanimous ballot for Tracy Stoutenburg as Board Chair. It was seconded by Doug Denson and passed unanimously 6-0.**

Nominations—Board Vice Chair: Doug Denson nominated Donald Blades as Board Vice-Chair.

**MOTION: Tim McCollister made a motion for the Board to cast a unanimous ballot for Donald Blades as Board Vice-Chair. It was seconded by Doug Denson and passed unanimously 6-0.**

**COMMUNICATION**

**Superintendent:** BJ Hollensteiner introduced the new Special Programs Director—Michael Ann McIlvenny.

**Business Manager:** Doug Middlestetter gave the Board the monthly Revenue Expense Report.

**Special Programs/Personnel:** Michael Ann McIlvenny reported that the SPED department is working on new standardized curriculum across the District in reading and

math. There will be a new Structured Learning Program (SLP) at SES. Her department also is gearing up for two days of training in August.

**Transportation:** Lin Tanamachi gave a written report to the Board regarding a parent request for middle and high school students who live at the Wolf Ridge apartments to be picked up there with elementary students instead of having to walk to SES to catch the bus. Rules regarding transportation reimbursement limit busing for middle and high school students who live within 1.5 miles of the school they attend unless there is a safety issue. Another issue that must be addressed is adequate room on the bus. The bus route in question is a full route and students who are allowed to ride the bus from SES to SMS or SHS are already having an exception made to the 1.5 mile rule, when they are allowed to ride from SES to the middle or high school. Additional exceptions were not recommended.

**NSEA:** Mark Miller, president of NSEA, stated he would like to meet with the Board Chair and the Superintendent once a month to promote communication between the union and the Board.

### **ACTION/CONSENT ITEMS**

*Policy Reference: BC/BCA Board Organization/ Board Organization Meeting*

**MOTION: David Kinney made a motion for the Board to approve items 5.1, 5.2, 5.3, 5.4, and 5.5 of the Consent Agenda** (Including the approval of the minutes from the May 17, 2005-Ex/Special Sessions, the May 19, 2005-Work/Regular Sessions, and the June 16, 2005-Budget Hearing/Regular Session; Approval of new hires—Sheila McKendree, Benjamin Light, Nedra Dudkowski, Alison Gehring, and Alan Kirby; Accept the resignations of Beverly Mortimore, Michael Ayers, and Marjorie Mobley-Oorthuys; Designate the following: Chief Administrative Officer—BJ Hollensteiner; District Clerk—BJ Hollensteiner; Deputy Clerk—Doug Middlestetter; Official Auditors—Boldt, Carlisle & Smith; Legal Counsel—Garrett, Hemann, et al.; Budget Officer—BJ Hollensteiner; Board Meeting Dates—the 3<sup>rd</sup> Thursday of each month, 7:00 p.m. alternating between the District Office site and school sites; Board Meeting Work Session Dates; Custodian of Funds—Doug Middlestetter; Depository(ies) for School Funds—LGIP, US Bank Stayton Branch; Authorize the following: Facsimile Signature—BJ Hollensteiner and Doug Middlestetter, inter-fund borrowing within the fiscal year and the filing of the NCLB Consolidated Sub-grant Application for Title 1 (A)-Improving Basic Programs Operated by LEA's, Title I (C) -Education of Migratory Children, Title 1 (D)-Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk, Title II (A) Preparing, Training and Recruiting High Quality Teachers, and Principals, Title II (D) Enhancing Education Through Technology, Title III-Language Instruction for Limited English Proficient and Immigrant Students, Title IV (A) Safe and Drug-Free Schools and Communities, Title V (A) Promoting Informed Parental Choice and Innovative Programs, Title VI (B) Rural Education Initiative and Identify the Confidential and Supervisory Employees, not part of the bargaining unit, Doug Middlestetter, Barbara Walton, Lorna Schwanke, Toni Silbernagel, Kelley Graham, and Mary Richards). It was seconded by Dick Morley and passed unanimously 6-0.

## **NEW BUSINESS**

### **ACTION**

**Award of Dairy and Bread Bid for 05-06 School Year:** Toni Silbernagel solicited bids for bread and milk and recommends Franz Bakery be designated for bread and Curly's Dairy for milk. These vendors are the district's current vendors.

**MOTION: David Kinney made a motion for the Board to designate Curly's Dairy as the milk vendor and Franz Bakery as the bread vendor for the District for the 2005-2006 School Year. It was seconded by Tim McCollister and passed unanimously 6-0.**

**Foreign Language Textbooks:** Les Conley in conjunction with Linda Hansen identified French and Spanish books for adoption by the Board. The books to be adopted are as follows: **En Espanol Level 1, Level 2, 1B and Discovering French Level 1 and Bleu, Level 2 Bleu.** Second language books were to have been adopted and in place in the fall of 2004. This was noted on the report to ODE concerning compliance with Division 22 requirements. This will put the District in compliance in this curriculum area.

**The Superintendent will distribute an adoption schedule to the Board showing where the District is in the adoption process.**

**MOTION: Doug Denson made a motion for the Board to adopt the recommended French and Spanish textbooks for Stayton High School. It was seconded by David Kinney and passed unanimously 6-0.**

## **REPORT/DISCUSSION**

Policy Revision: Policy DJF—Purchasing Procedures has had wording changed to facilitate changes in the law. **The adoption of this policy will be on the August agenda.** The Board may make additional changes to this policy at a later date if needed.

## **OLD BUSINESS**

### **ACTION**

**Pay to Play Revision:** Jamie McCarty, HS athletic Director, recommended students who pay fees for two co-curricular events be excused from additional Pay-to-Play fees for the remainder of the year.

Tim McCollister, Laura Wipper, and Tracy Stoutenburg stated they had a conflict of interest in this revision because they have students who attend Stayton High School who might benefit from the change.

**MOTION: David Kinney made a motion for the Board to approve the revision to the pay-to-play fee schedule (excusing additional student pay-to-play fees for those who have paid to participate in two co-curricular events already during the school year). It was seconded by Dick Morley and passed unanimously 6-0.**

**High School Roof Truss Emergency Designation:** In the June 2005 board packet there was a report from Youngman Locke Engineers pointing out the dangers discovered in the Bow String Trusses at the high school. The report was very pointed as to the problems discovered and concluded by saying “We recommend Western Wood Structures, Inc. be hired immediately on an emergency basis to assist in the assessment of conditions, analysis of trusses, design and implementation of repairs and strengthening.” The Board realized the importance of moving quickly for safety reasons and directed the Maintenance Department to proceed accordingly.

In reviewing the Public Procurement Statutes to be sure that we are in compliance with ORS 279C for Emergency Contracts, it appears that we have done all the right things EXCEPT formally declaring this as an “Emergency.” With the discussions of the failed bowling alley roof and the urgency of the Engineering report the “Emergency” status was presumed and implied, but not actually stated.

**MOTION: Dick Morley made a motion for the Board to retroactively declare that the structural defects discovered in the Stayton High School Science Building be officially declared an “Emergency” in keeping with ORS 279 Public Contracting Code to allow for the immediate response for repairs that will restore the building to a safe environment. Further, the Board authorizes the Business Manager and/or Superintendent to enter into such contracts as deemed necessary to carry out such repairs. It was seconded by Doug Denson and passed unanimously 6-0.**

**Insurance of Agent Designation:** At the board Work Session on June 23, 2005, no action was taken on accepting the Agent of Record that was recommended by the District Office review personnel. The Board’s concern centered on the level of services and accessibility comparisons of a local agent versus an agent whose office is farther away.

In reviewing the RFP’s and comparing a local company and a company in Salem it was noted that JBL&K Insurance company provides a more comprehensive package for school districts to take advantage of and sets aside time to work with districts on training seminars and topics each month. JBL&K also keeps up on issues that affect schools and was able to get the District a \$10,000 reduction on their contract with “Special Districts”.

**MOTION: Tim McCollister made a motion for the Board to designate JBL&K Insurance as the District’s Agent of Record. It was seconded by David Kinney and passed unanimously 6-0.**

**Calendar Options for Work Sessions:** Earlier in the year the Board the discussed planned Work Sessions in order to be able to discuss curriculum, maintenance and facilities, student achievement, etc. more in depth. No dates were agreed upon for the 2005-06 calendar. The Superintendent recommended three Saturdays. Looking at the dates recommended, the Board choose to change the November Work Session to October 29<sup>th</sup>, and keep the January 7<sup>th</sup> and March 4<sup>th</sup> dates on the calendar. The sessions will begin at 8:00 a.m. and end at approximately 12:00 noon. All Work Sessions will be held at the District Office site.

**Purchasing Contract Procurement Rules and Policies—Resolution #072105:** A letter from the District’s attorney was included in the board packet, recommending a resolution to adopt the rules and polices based on the new contracting laws.

**MOTION: David Kinney made a motion for the Board to adopt Resolution #072105, Creating Local Contract Review Board, and the Directing Adoption of Rules. It was seconded by Dick Morley and passed unanimously 6-0.**

### **REPORTS/DISCUSSION**

**Bond Update:** A copy of the bond information that had to be turned into Marion County for the bond election in September was given to the Board. The District went with a level levy-Split Sale as was approved for the first bond election.

Tom Anderson gave a report to the Board on the progress of the Political Action Committee—Citizens for North Santiam Schools. Pamphlets were handed out during the parade on the 4<sup>th</sup> of July by the Key Club. Bob Ellis is planning on writing another series of articles as an overview of the bond and the specific improvements for each school. A copy of the “Yes Argument” from the PAC was shown to the Board and the Board discussed putting its own “Yes Argument” in the voter’s pamphlet as well. A “Why” pamphlet is planned for distribution to registered households, and an information booth will be set up at the Summer Fest grounds on July 30<sup>th</sup>. Phone calls and door to door campaigns are also being set up.

### **INFORMATION ONLY**

**Projected FTE Enrollment for September 2005:** Based on students moving up a grade and figuring that K classes will be about the same as last year, the projected FTE enrollment is 2287 with the student count at 2360.

### **ADJOURN**

The meeting was adjourned at 8:25 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Board Chair, Tracy Stoutenburg**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION**

**MINUTES  
August 18, 2005**

The Regular Session of the North Santiam district's Board of Directors met at 7:30 p.m. on August 18, 2005 at Stayton Middle School.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Inadvertently deleted...see board packet.

**SPOTLIGHT**

**Tour of Stayton Intermediate School:**

**COMMUNICATION**

**Board Reports:** Laura Wipper was absent. An update on SES Playshed will take place at the September 15, 2005 Regular Session.

**Facilities Report:** Doug Middlestetter discussed the QZAB loan. The district has \$240,000 to spend this year on maintenance. Payments will be reduced by 3% interest, or about \$40,000. Steel doors will be replaced in some buildings, and the roof at the high school is being replaced.

**Business Manager:** Handouts were given to board members regarding finances for July-August by Doug Middlestetter.

**CONSENT AGENDA**

**MOTION:** Dick Morley made a motion for the Board to approve items 5.1, 5.2, and 5.3 of the Consent Agenda (including the approval of the minutes from the June 23, 2005-Special Session, and the revised minutes from the July 21, 2005-Regular Session; the approval of new hires—Bryan Orton, Eddie Young, Marsha Ray, and Ben Comstock; the acceptance of the resignation of Tara Manning, leaves of absence for Carrie Trimble and Celeste Gallinger; and the approval of revisions to policy DJF—Purchasing Procedures). It was seconded by David Kinney and passed unanimously 5-0.

**NEW BUSINESS**

**ACTION**

**Surplus:** The high school has an assortment of old math and foreign language books that were replaced with the adoption of the new math curriculum/textbooks and new foreign language curriculum/textbooks. They requested they be designated as surplus.

MOTION: Dick Morley made a motion for the Board to approve the old math and foreign language textbooks/workbooks at the high school as surplus. It was seconded by Doug Denson and passed unanimously 5-0.

**OLD BUSINESS**

**REPORTS/DISCUSSION**

**Report Card:** Paula gave a report on the new report cards that are due to be implemented for the 2005-06 school year. A copy of the English and Spanish version was in the board packet.

**Adoption Schedule:** At the last board meeting there was a request for the statewide adoption calendar. It was included in the board packet.

**INFORMATION ONLY**

**Projected Enrollment:** FTE Enrollment was projected at 2287.0 with student count at 2360. A breakdown of projected FTE and student count for each school was in the board packet.

**Gifts:** The Board acknowledged the \$100 cash donation from B.C. Nelson to the SHS woods department. A thank you has been mailed out.

**Upcoming Meetings:** The final adopted calendar for the 2005-06 Board Regular Sessions and Work Sessions was included in the board packet. The next Regular Session will be held on September 15, 2005 at 7:00 p.m. at the District Office Site.

**ADJOURN**

The Board adjourned to take a tour of the high school science room roof repair. The meeting adjourned at 9:15 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Board Chair, Tracy Stoutenburg**



# NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR SESSION

## **REVISED MINUTES**

**September 22, 2005**

The Regular Session for the North Santiam School District's Board of Directors was called to order on September 22, 2005 at 7:00 p.m. at the District Office, located at 1155 North Third Avenue in Stayton.

### **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Vice Chairman-Donald Blades called the meeting to order. Others in attendance included Tim McCollister, Laura Wipper, David Kinney, Doug Denson, Superintendent-BJ Hollensteiner, Business Manager-Doug Middlestetter, and Board Secretary-Mary Richards. Board members Tracy Stoutenburg and Dick Morley were absent.

### **PUBLIC PARTICIPATION**

A parent volunteer talked to the Board about the new system the District is using for its criminal history checks, and how it can become an embarrassment when staff members don't handle the information as confidential. The system "red flags" people that have been arrested for a crime, but are not necessarily found guilty of it. There was a request to change the wording of the question regarding "conviction of a crime" to include "arrested, charged, or convicted of a crime".

### **COMMUNICATION**

**Facilities Report:** Doug Middlestetter stated that the SHS truss project has been completed and that it turned out well, although the actual cost was higher than projected. Once they opened up the roof, more sections had to be replaced than originally expected. A complete breakdown with the final cost of the project will be available at the next board meeting in October.

**Principals/Supervisors:** Written and oral building reports were given to the Board by each principal. There will be an Open House at Sublimity and Mari-Linn Schools on October 29<sup>th</sup>. Mari-Linn School will have a fundraiser for Outdoor School with a Spaghetti Feed on that night. Stayton Elementary plans to have a BBQ on October 7<sup>th</sup>. Stayton Middle School was having their first dance on the September 23<sup>rd</sup>. Randy LaFollett was pleased that SMS has had a good turnout of students involved in football, volleyball, and soccer this year. Stayton High School had their Frosh-Parent Night the 2<sup>nd</sup> week of school and had a very good turnout.

**Business Manager:** The monthly Revenue Expenditure Forecast breakdown for 2005-06 was available in the board packet. No further updates were given.

**Special Programs:** Several Special Education staff members along with BJ Hollensteiner attended the Annual OSBA Special Education Conference in Eugene in mid-September. There are many new laws and regulations. Child count will take place twice a year now instead of just once. There is talk of the federal government finally reaching a 40% funding rate. During 2004-05 the funding rate was at 16%. With new laws, comes changes in policy wording and references to the law. Board members will see lots of policies over the next few months that have to be revised and approved.

**Food-Service:** Toni Silbernagel gave the Board a written report on the food service program. The addition of a new Intermediate section at Stayton Middle School has kept the staff busy adjusting.

**Transportation:** Lin Tanamachi attended the DLT on September 21<sup>st</sup> and discussed the plans for bus safety review. Large K classes have caused the District to look at an additional bus being added to the schedule.

## **CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 5.1 and 5.2 (including the approval of the minutes from the August 18, 2005- Regular Session; and the approval of new hires Melodee Nolan, Melanie Tisler, Elizabeth Brown, Kara Arndt, Jessica Brenden, and Mike Proctor. It was seconded by Tim McCollister and passed unanimously 5-0.**

## **NEW BUSINESS**

### **ACTION**

#### **Bond Results:**

Unofficial vote counts indicate that the bond went down by about 456 votes. Linn County (63%) and Marion County (54%) both voted it down. Even if the bond had passed with enough yes votes, it would have failed because only 43% of the voters participated in the election. The Board plans to have a Work Session on October 29<sup>th</sup> and will discuss the next steps towards a solution to the overcrowding and safety issues in the North Santiam School District. Possible future bond election dates include May or November of 2006.

#### **Equestrian Team:**

A request was made by a group of parents and students for the Board to designate the Equestrian Club as an official activity of Stayton High School. The designation would allow students to join the Equestrian Club and to participate as a team in the Oregon High School Equestrian Competitions, under OSAA rules. There are seven students interested in joining the club. Roxanne Albee has agreed to be the advisor and Brenda Ferry will co-advise and coach some events. Additional adults have shown an interest in also doing some coaching for the events. An arena to use as a practice facility has been offered by Dr. Yeager. Students are willing to do fundraising to support the club, which will be self-supportive and cost the District no additional funds. Members are required to have individual medical insurance and Oregon High School Equestrian Teams Inc. will provide liability insurance for the club. Charlotte Klampe, SHS Principal, indicated that athletic awards (letters) will not be given to team members by Stayton High School since the Equestrian Team is considered a “club” and is run by volunteers.

**MOTION: David Kinney made a motion for the Board to approve the Equestrian Team as a Stayton High School club/activity allowing for participation in the Oregon High School Equestrian Team competitions. Doug Denson made a motion that an amendment be added to include verification of liability insurance and background checks for advisors and coaches working with students. The motion to add an amendment was seconded by David Kinney. The amendment passed unanimously 5-0. The original motion was seconded by Laura Wipper and passed unanimously 5-0.**

**Resolution #092205 Right of First Refusal—Darley Property:**

The District received the final version of the Right of First Refusal for the Darley Property. Once approved the District will sign the document and enter into the agreement. This agreement is most beneficial to the District, allowing them the chance to purchase the property first. A copy of the Resolution and the agreement for the Right of First Refusal was included in the packet. Questions by new board members regarding the exact location of the property were answered.

**MOTION: David Kinney made a motion for the Board to approve Resolution #092205, allowing the District to enter into an agreement for the Right of First Refusal on the property owned by Jack Darley. It was seconded by Doug Denson and passed unanimously 5-0.**

**Letter of Understanding—NSEA:**

A Letter of Understanding between Edith Tiger, NSEA, and the North Santiam School District was presented to the Board. It allows Edith Tiger to be paid for giving up her prep time to teach additional elective classes during the school day. The approval is only for the first semester of the 2005-06 school year. Sometime in December or January, an additional Letter of Understanding regarding the second semester may be brought to the Board for approval.

**MOTION: Laura Wipper made a motion for the Board to approve the Letter of Understanding between Edith Tiger, NSEA, and the North Santiam School District, allowing Edith to be compensated for teaching additional classes during her prep time during the first semester of 2005-06. It was seconded by David Kinney and passed unanimously 5-0.**

**INFORMATION ONLY**

**Enrollment:** Actual FTE Enrollment as of 9/14/05 was 2379.5, up 87.0 from the projected FTE for September. Actual student count is at 2468, up 168 students from May of 2005.

**Field Trips:** A list of recent field trip requests was included in the agenda-explanation given to the Board.

**Gifts:** A thank you letter was sent out to acknowledge the donation of 15 used computer systems with a value of over \$4500 to the District by Northwest Natural Gas.

**ADJOURN**

The meeting was adjourned at 8:00 p.m.

**Upcoming Meetings:**

10/20/05	Regular Session	7:00 p.m.	SES
10/29/05	Work Session-Saturday	8:00 a.m.	DO

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**Superintendent, B.J. Hollensteiner**

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**Board Chair, Tracy Stoutenburg**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION  
EXECUTIVE SESSION**

**MINUTES  
October 20, 2005**

The Regular Session for the North Santiam School District's Board of Directors was held on October 20, 2005 at 7:25 p.m. at Sublimity Elementary School's Music Room, located at 431 Main Street in Sublimity. An Executive Session was held under *ORS 192.660 (2) (e)–Real Property Transactions and ORS 192.660 (2) (h) Legal Counsel*.

**SPOTLIGHT**

**Spotlight:** The Sublimity School's Symphonic Band preformed several selections for the Board. They will be performing at the American Roots Music Festival and the Board was invited to attend.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Tim McCollister, Doug Denson, Laura Wipper, David Kinney, Donald Blades, Superintendent-BJ Hollensteiner, Business Manager-Doug Middlestetter, and Secretary-Mary Richards. Dick Morley came in after the meeting had started and Tracy Stoutenburg was absent.

**COMMUNICATION**

**Board Reports:** David Kinney reported that the Meth Community Meeting went very well and commended the Superintendent regarding District involvement. About 285 people attended. How meth affects families and the great need for foster care was one of the topics. He felt it was a good turnout with a lot of good information on what the community could do to identify and help fight this problem.

**Facilities Report:** Doug Middlestetter reported on the Stayton High School building truss repair. The District allocated \$250,000 for the repairs. The original estimate was under by \$34,313. However unforeseeable repairs were needed once they got up into the roof/truss area. An additional \$71,651 in repairs and clean-up was added making the total \$287,338. This will be adjusted in the budget later in the year. The Maintenance and Facilities Departments thanked the Board for their decisive action and financial support to provide a quality education in a safe environment.

**Principals/Supervisors:** Written building reports were given to the Board from each principal.

**Curriculum/Instruction:** Superintendent, BJ Hollensteiner, noted that the Social Studies Curriculum Committee has begun meeting to make recommendations for adoption or re-adoption of textbooks and to implement new curriculum as needed.

**Business Manager:** The Board received updated financial reports from Doug Middlestetter.

**Special Programs:** Michael Ann McIlvenny introduced the new Voc Ed Specialist, Tiffany Roberts. Tiffany serves SPED and Peak Students with vocational opportunities throughout the community. She is working with the Chamber to make contacts and is setting up speakers regarding jobs and career choices available. Students obtain job skills

and get a chance to work in the community. Many take the opportunity to job shadow or get credit for work experience through the program.

**Food-Service:** Toni Silbernagel gave the Board a written report.

**NSEA:** Mark Miller mentioned that he meets with the Board Chair and the Superintendent once a month at a breakfast meeting. The next meeting is scheduled for November 1<sup>st</sup> at 7:00 a.m.

**Play Shed Report:** Gary Rychard stated that building permits have been completed, security fencing will be put up, and site work on the area for the play shed will begin on Monday, October 24<sup>th</sup>. They expect the first delivery of materials on the 28<sup>th</sup> and the rest after November 1<sup>st</sup>.

## CONSENT AGENDA

**MOTION:** Doug Denson stated that one of the motions in the minutes was not accurate. He noted that the words “individual medical insurance” needed to be deleted from the motion on page 12 of the board packet. He then made a motion to approve the minutes from the September 22, 2005-Regular Session as revised. It was seconded by David Kinney and passed unanimously 5-0.

## NEW BUSINESS

### ACTION

**Verification of Election Results:** After an election, the county sends the District a certification of the results. The Board must then verify the receipt of the abstract information. The Board discussed the passage of a bond in 1994 and 1995. It was noted that even numbered years during the general election in November do not need 50% of voter participation to pass.

**MOTION:** David Kinney made a motion for the Board to verify the receipt of the abstract from the September 20, 2005 election and to accept it as the official election results. It was seconded by Tim McCollister and passed unanimously 5-0.

**Office of Energy: Inter Governmental Agreement:** The District has been working with the Oregon Office of Energy over the last few years to become part of the LEEDS program, Leadership in Energy and Environmental Design. “Green Buildings” are built for energy efficiency and have better lighting and ventilation. Even though the bond did not pass, the Superintendent recommended that the District enter into this Inter Governmental Agreement with them. The Office of Energy staff and \$50,000 in grant money would be available to the District, if this agreement is in place. The money could be used to pay for community “charette” meetings, help with design and construction documents, and commissioning if a bond were to pass. In section III B, the firms would need to be added later as the District identified them. The agreement will expire in 2008. This agreement does not impose a risk to the District and provides money for pre-planning on the bond. (Dick Morley Arrived during the discussion at approximately 7:45)

**MOTION: David Kinney made a motion for the Board to enter into an Inter Governmental Agreement with the Oregon Office of Energy, which will expire on December 31, 2008. It was seconded by Dick Morley and passed unanimously 6-0.**

**OSEA Letter of Agreement:** The Superintendent spoke with the president of the classified union a couple of weeks ago about a letter of agreement allowing the District to move people from Step 0 on the pay scale to Step 1 after the first three months of the probationary period rather than waiting until the 6-month period ends. The District has had several people this year come in with multiple years of experience who are finding their pay greatly reduced from past positions in the first six months. Our application pool numbers have been lower than usual and this may help the situation. Probationary employees have a performance review by their supervisor after 90 days. More experienced employees may be attracted to employment with the District when they can see that their pay would increase after three months. Currently after the 6-month probationary period ends, employees have been placed at their experience level step. The cost of this change would not be substantial. For example, a custodian comes in at \$9.60 per hour on Step 0; the move to Step 1 would increase the hourly wage to \$9.89 per hour.

A copy of the agreement was included in the board packet. This agreement will not set precedent and will need to be addressed in the next bargaining period.

**MOTION: David Kinney made a motion for the Board to accept the Letter of Agreement between OSEA and NSSD (regarding probationary pay increases). It was seconded by Laura Wipper and passed 5-1. Tim McCollister voted against the motion.**

**Surplus:**

Mari-Linn School requested that an overhead machine be declared as surplus. It has a broken fan and the cost to repair is prohibitive.

**MOTION: David Kinney made a motion for the Board to declare the overhead machine from Mari-Linn as surplus. It was seconded by Doug Denson and passed unanimously 6-0.**

**REPORT/DISCUSSION**

**District Newsletter:** Superintendent, BJ Hollensteiner, spoke with Paula Mabry, the publisher of Our Town about a District Newsletter. The District has three options; one is written by the Our Town staff under the direction of ours, one is written by NSSD staff and submitted to them, and one is fully supported by advertisers and written by them. The District Newsletter was cut from the budget several years ago, however the consensus of the Board is that it is time to produce one again. It allows information about

the District to be sent to the public, highlights the activities of students and staff, and makes people aware of District events. Because of the time constraints on staff, BJ recommended that the Board look at having Our Town write the copy under our direction and with our ideas for articles. Preliminary projections show that it would cost more for the District to mail out its own newsletter than it would to have it produced, written and sent out as part of the Our Town publication. **BJ will bring financial information regarding the actual cost to the next Regular Session in November.**

**October 29<sup>th</sup> Work Session Agenda:** A Work Session is planned for Saturday, October 29<sup>th</sup> starting at 8:00 a.m. Tom Hogstad reran the numbers and they are higher than what was put in front of the voters in September due to the higher cost of materials and construction cost projections. The cost of building materials are raising quickly so these projections are as up to date as possible. Tom plans to attend the meeting and go over the costs and answer questions by the Board.

Lin Tanamachi is working to update the information on boundary changes. New numbers on where kids are currently placed in the District and possible scenarios for moving boundary lines will be available by Saturday. Boundary changes were next on the list of ideas that came from the Blue Ribbon Committee to address the overcrowding at schools. Enrollment projections for next year show that plans need to be made to address overcrowding in several of schools.

**The consensus of the Board was to include the following items on the agenda for the October 29<sup>th</sup> Work Session: (1) Cost Increases—Effect on Bond, (2) Boundary Information, and (3) Classroom/Technology Needs for Next Year.**

## **OLD BUSINESS**

### **ACTION**

**CIP Power Point Presentation:** Dawn Baker and Beth Brown presented the 2005-06 Consolidated Improvement Plan (CIP) to the Board. This plan is an on-going process that gets updated each year. As Federal Program Co-Directors, they have been gathering a wide variety of information from staff, student data, and from agendas and paperwork generated by the Board, DLT, Site Councils, and buildings to write the CIP for the District.

A summary of the final document was presented, and the Board was given the draft copy of the CIP. This document shows the District where it is at, not where it wants to be; however goals for the future are addressed. It is considered a living document because it is constantly changing. The Board must approve the plan before it can be submitted to ODE.

**MOTION: David Kinney made a motion for the Board to approve the Continuous Improvement Plan (CIP) for submission to ODE. It was seconded by Tim McCollister and passed unanimously 6-0.**

## **REPORTS/DISCUSSION**

**Post-Election Budgetary Corrections—Revised Resolutions:** Acting on advice from Oregon State Elections personnel, the numbers from the September Bond were included in the 05/06 Budget information at all levels to “pre-authorize” spending in the event that the Bond passed. However, upon certifying the taxes with Marion County (which was extended from July to September pending the outcome of the elections) it appears that the “Resolution Imposing and Categorizing Taxes” should show the lesser amount only (prior approved debt) and NOT include the higher amount (which included new Bond amounts). The change required on the form does not require decision making by the Public or the Board. It has been handled as a correction of an “arithmetic error in computing numerical information, including tax levies or tax rates.” This type of correction is allowed under ORS 294.425 (2) (c) by advising the Board in oral and written testimony. Business Manager, Doug Middlestetter, also revised the appropriations part of resolution to reflect the budget without the bond. According to the State, the Public’s vote is adequate authorization for appropriations of any type. Thus, an election is of equal or greater authority than actions taken by a budget committee. On that authority, the Board approves these changes without necessitating specific action.

**Policy Adoptions and Revisions:** The following revisions and adoptions were included in the board packet for review by the Board and discussed at the meeting. Policy IA/IAA—Instructional Goals, needed some additional revision and will be brought back to the Board for review at the next Regular Session. All others will be placed on the Consent Agenda in November.

IA/IAA—Instructional Goals: The Legislature amended statutory language modifying the characteristics of a school system, now requiring that instruction in physical education, health, the arts, and second language be based upon rigorous academic content standards (HB2744 amended ORS 329.025)

AC—Non Discrimination: One of the requirements of Title IX is that district adopt, publish, and make available to all employees and students grievance procedures providing for resolution of student and employee complaints. This policy has been revised to reflect the requirement that districts adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints.

GBA—Equal Employment Opportunity: This policy revision reflects the requirements of Title IX to designate a coordinator who will investigate complaints alleging noncompliance with Title IX, and provide to staff and students the name address and telephone number of the Title IX Coordinator.

JN—Student Fees, Fines, and Charges: This revision is to clarify the requirement and exceptions to the requirement under ORS 339.260 for the release of records and the payment of fees, fines, and charges.

GCBF—Break In Service: This policy adoption allows Tier 1 and Tier 2 members of PERS to become a member of the Oregon Public Service Retirement Plan (OPSRP) if they suffer a break in service.

## **INFORMATION ONLY**

### **Enrollment:**

FTE Enrollment as of October 11, 2005 was 2342.5 and total student count was at 2431.

**Field Trips:** Two overnight field trips were approved by the Board and information on 11 day field trips was presented.

**Upcoming Meetings Include:** An October 29<sup>th</sup> Work Session and the next Regular Session to be held on November 17<sup>th</sup>.

**Event and Fund Raising Plan:** Stayton Elementary is raising money through a “Spell-a-Thon” to be held in November. Students will get sponsors to pay for each correct word they achieve on their final test. Information regarding the outcome will be brought back to the Board in December.

#### **ADJOURN TO EXECUTIVE SESSION**

**ORS 192.660 (2) (e)—Real Property Transactions:** The sale of the Mehama School property and the purchase of land adjacent to Stayton High School were discussed.

**ORS 192.660 (2) (h)—Legal Counsel:** The Board was informed of possible litigation against the District.

#### **RETURN TO REGULAR SESSION**

**Resolution #102005A—Sale of Mehama School Property:**

**MOTION:** Doug Denson made a motion for the Board to approve Resolution #102005A and accept the offer presented by Caldwell Banker, offering to buy the Mehama School building and property for \$200,000 and for the Board to further authorize the Superintendent and/or Business Manager to act on the Boards behalf to sign such documents as needed to facilitate the timely processing of this transaction. It was seconded by Dick Morley and passed unanimously 6-0.

**Resolution #102005B—Purchase of Property:**

**MOTION:** David Kinney made a motion to approve Resolution #102005B to buy the property and residence located at 1380 Gardner Avenue (adjacent to Stayton High School) in Stayton Oregon as described in the appraisal dated March 1, 2004 and offered for sale at \$209,000; and moved that the District’s offer price be presented as \$209,000. It was seconded by Dick Morley and passed 6-0. (Further stipulations included a full house inspection-warranty and an appraisal of the current value. These stipulations were to be paid for by the District.)

**MOTION:** David Kinney made a motion to authorize the Superintendent and/or Business Manager to act on the Boards behalf to sign such documents as needed to facilitate the timely processing of this transaction. It was seconded by Dick Morley and passed unanimously 6-0.

**ADJOURN**

The meeting adjourned at approximately 10:00 p.m.

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BJ Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Chair

Things Needed for the November Regular Session

1. Additional information on the cost of a District Newsletter,
2. District policy adoptions and revisions that passed the review process for final consent,
3. Policy IA/IAA for additional review,
4. Options for Facility Consulting/Marketing Firms for long range planning for NSSD facilities,
5. Updated boundary information, and
6. Wireless lab options and grant information.

# **NORTH SANTIAM SCHOOL DISTRICT 29J WORK SESSION**

## **MINUTES October 29, 2005**

A Work Session for the North Santiam School District's Board of Directors was held on October 29, 2005 at 8:00 a.m. at the District Office located at 1155 North Third Avenue in Stayton.

### **CALL TO ORDER, ROLL CALL**

Those present included: Board Members-David Kinney, Tim McCollister, Dick Morley, and Laura Wipper, Superintendent-BJ Hollensteiner, Business Manager-Doug Middlestetter, Facilities Consultant-Tom Hogstad, Secretary-Mary Richards, Staff Members-Randy LaFollett, Charlotte Klampe, Michael Ann McIlvenny, and Paula Baker, and Community Member-Dennis Maurer. Board Members-Donald Blades, Doug Denson, and Tracy Stoutenburg were absent.

### **COST INCREASES—EFFECT ON BOND**

Tom Hogstad presented the Board with documents outlining his review of projected cost increases over the next year on the current bond proposal. Costs per square foot have gone up 20% since 2003 and are expected to climb up to a 64% increase by November of 2006. Any remodeling done to the buildings will require updates to code which will trigger substantial increases as well. To keep only the safety and space issues on the bond, the projected cost would be 31.1 to 34.4 million.

The Board is looking to place the bond on the November 2006 General Election ballot or the May 2006 Primary Election ballot. The Board is leaning towards November as the target date, because of timelines.

It was the consensus of the Board that there needs to be a campaign to get the community on board to approve the bond. Possibly a community meeting to identify the threshold of what they will vote for. Ideas for effectively gaining support for schools included:

- Holding small group meetings to discuss the need for the bond as well as educate those who attend about funding and bonds in general,
- Meeting community needs with facilities,
- Adding adult education classes in our facilities, and
- Getting people back into the schools by hosting more community meetings and community activities.

Tom Hogstad made note that research has shown that active involvement of the community, long-term planning, and the active involvement of businesses have been shown to help pass a bond.

Dennis Maurer voiced concern about how people who have been on committees get attached to the plans they present to the Board, and when the Board does not go forward with their recommendations these committee members tend not to support other ideas. They may feel all their work was useless and that the Board didn't listen to them,

eventually they no longer want to be part of committees to look at future needs and they are negative towards schools in general.

Laura Wipper brought up the need for a long-range plan, with the possibility of reviewing the need for consolidation to save money on facilities as well as administrative, employee and activity costs. She questioned that maybe the Board's focus needed to be reviewed. Mary Richards noted that the community had voiced its choice for community schools during open board meetings and work sessions; also the District paid to have a survey taken in 2004-05 regarding the bond and it showed that the community did not support consolidation. The group took a long time discussing past bond options: a new high school, consolidation, a new middle school, a new grade school, upgrades for all schools, and safety and space upgrades. It was the consensus of the group that the focus of the bond needs to be narrow and that that safety and space were their biggest concerns at this time. The current plan is solid with safety and space needs addressed. BJ Hollensteiner and several board members noted that the bond has been in process since 2000. Much has been accomplished and reviewed at this point by past and present board members. Different ideas have all been looked at and set aside. Dick Morley and David Kinney made note that each member needs to be able to support the bond and the idea of a long-range plan. Community support dwindles when those who have been putting the information together and have studied the needs of the District cannot fully support it. The Board needs to move forward and not backward as it makes decisions on the next steps in the process.

With Space and Safety as the main focus and the bond targeted towards the November 2006 election, David Kinney suggested that a professional looking approach with a phased in bond that provides cost projections should be considered. It was agreed that a long-range plan, taking into consideration the goals of the District, with community input, needs to be completed before the bond is put back in front of the voters. Dennis Maurer suggested that perhaps people would be more willing to approve the bond if it was broken down into parts and didn't impact their property taxes so much (space needs first, safety second, upgrades third, infrastructure needs fourth and so on). A long-range plan could show these improvements as well as projections of growth in the community.

The group understood the need for a long-range plan. The short-term and long-term consequences if safety and space needs are not met could be addressed. The Quality Educational Model could be part of the selling point and Consolidated Improvement Plan goals that are driven by educational needs and priorities need to be included. With population in this area increasing, additional space needs must be addressed and planned for. Tim McCollister stated the need for clear/clean statements and a short readable document. Michael Ann McIlvenny had an example of Corvallis School District's long-range plan and copies were given to those in attendance. Going through the long-range plan process would allow for community input regarding the targeted needs of the District.

The need for a consultant to help put together a long-range plan with community participation was agreed upon. Business people, working families, chamber members, non-parents, and retired members of the community should be specifically invited to participate. Making an effort to make contact with these people at their homes or businesses is an important factor in getting them involved. Tom Hogstad agreed to start work on the RFP and RFQ process to hire a Facilities Consultant/Marketing Firm to help

produce and market a long-range plan for the District. Three to five potential firms for marketing will be presented to the Board in November. An interview-selection process will be set up and implemented as soon as possible so that plans for the bond election continue.

Tom Hogstad commented that any long-range plan would need to be updated on a regular basis, with financial cost projections updated annually. David Kinney felt that a needs assessment could be done every 2-3 years. A long-range plan would allow the Board and the community to focus and plan for the future, together.

### **BOUNDARY INFORMATION**

With the bond failure, the idea regarding boundary changes must be re-evaluated as an option to lessen the need for space at Stayton Elementary and Stayton Middle School. A map was presented with sectioned areas identified with letters. Looking at sections C, E & F, there are about 30 students living on Old Mehama Road, Kingston-Jordan toward Mt. Pleasant, and Fir Grove who would be affected by a boundary change. These students would be moved into the boundary lines of Mari-Linn School. Once a boundary line change is decided upon and approved, it could be implemented in the fall of 2006. The Superintendent will bring back additional information at the November Regular Session.

### **NEXT YEAR—CLASSROOM/TECHNOLOGY NEEDS**

The Superintendent wanted the Board to be informed of the needs for space and technology for the fall of 2006. Looking at projections for enrollment, Stayton Middle School may be one classroom short. They also will be in need of computer lab space. With NCLB regulations now requiring the use of computers to test ELL students each year and the trend in the District to move toward the use of computer based state assessment testing, the Board can expect technology expenses to increase dramatically. Wireless labs are an option, which would help with space needs and keep costs down. Each lab would cost approximately \$36,000 each. Grants may be available to help. With the large ELL population at Stayton Elementary School and the need for space, a wireless lab is a viable option there as well.

### **NOVEMBER REGULAR SESSION**

At the next Regular Session in November the Board will:

- Review Marketing Firm options for the long range plan for facilities,
- Review updates to boundary line information, and
- Look at Wireless Lab options and possible grant information available.

### **ADJOURN**

The meeting was adjourned at 12:00 p.m.

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Superintendent, BJ Hollensteiner

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Board Chair, Tracy Stoutenburg

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION**

**MINUTES  
November 17, 2005**

The Regular Session for the North Santiam School District's Board of Directors was held on November 17, 2005 at 7:00 p.m. at the District Office, located at 1155 North Third Avenue in Stayton. An Executive Session immediately followed under ORS 192.660 (2), (e)—Real Property Transactions.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Tracy Stoutenburg, Dick Morley, Tim McCollister, Doug Denson, Laura Wipper, Donald Blades, Superintendent—BJ Hollensteiner, Business Manager—Doug Middlestetter, and Secretary—Mary Richards. David Kinney arrived at approximately 8:00 p.m.

**COMMUNICATION**

**Board Reports:** Laura Wipper and Tracy Stoutenburg went to the OSBA Annual Convention. They felt it was worth their time and they got some really good information.

**Superintendent:** BJ Hollensteiner discussed the areas covered by the new ESD board elections. There will be five elected members of the board and four appointed members. There are clear rules for the elections and May 10<sup>th</sup> is the deadline. A map of the five districts was distributed at the meeting.

**Facilities Report:** Doug Middlestetter reported that an Escrow account has been opened on the sale of the Mehama School property.

**Principals/Supervisors:** The Board received written and/or oral reports from principals.

**Business Manager:** ADP Payroll conversion has been taking place and is progressing nicely. With ADP, the District should have better up to date financial balances. The added cost of truss repairs and health insurance costs will affect the 2005-06 ending balance. The audit has been completed and each board member received a copy. Next month Doug Middlestetter will review the audit and answer any questions.

**Special Programs:** Michael Ann McIlvenny reported that Denise Cardinali, a Registered Nurse, has been hired by the District to help with medical needs of students

**Transportation:** Lin Tanamachi was available to discuss the boundary issue and let the Board know about a personnel issue that was being handled by Laidlaw.

**NSEA:** Mark Miller thanked Doug Middlestetter for working with the union on insurance pooling issues.

**OSEA:** Gary Rychard thanked the Superintendent and the Board for their approval of several step adjustments that are being made this year. He also noted that there will be a flu clinic on November 21<sup>st</sup> from 3-5 p.m.

## CONSENT AGENDA

**MOTION: Donald Blades made a motion for the Board to approve Consent Agenda items 4.1 and 4.2 (including the minutes from the October 20, 2005—Regular Session, and the October 29, 2005—Work Session; and the approval of policy revisions to AC—Non-Discrimination, GBA—Equal Employment Opportunity, and JN—Student Fees, Fines and Charges, and the adoption of policy GCBF—Break in Service). It was seconded by Dick Morley and passed unanimously 6-0.**

## ADDED AGENDA ITEM

An Executive Session was added to the agenda as 10.1, under ORS 192.660 (2) (e)—Real Property Transactions.

## NEW BUSINESS

### ACTION

**Donation—Game Receipts:** Tracy Stoutenburg approached the District about designating one game in December where entry fees were paid with canned foods instead of cash. The food would be donated to our community food bank for distribution as needed. Many other districts do this during the month of December. Athletic Director, Jamie McCarty, thought it was a good idea. Most gate receipts are about \$700, and the District will not receive that into the general fund. The District has been trying to meet the community's needs as much as possible. This is a good way to help build up the food bank supplies and help those in the community who are in need of assistance.

**MOTION: Donald Blades made a motion for the Board to approve the donation of canned foods in lieu of entry fees for one home basketball game. It was seconded by Doug Denson and passed unanimously 6-0.**

## REPORT/DISCUSSION

**Schedule Work Session:** Laura Wipper has gathered and presented some information regarding future facility plans. She requested that the Board set aside some time for discussion. A Work Session was already on the calendar for January 7<sup>th</sup>. There was a long discussion exactly what needed to be added to the agenda. It was the consensus of the Board that long-term facility plans would be part of the discussion.

## OLD BUSINESS

### REPORTS/DISCUSSION

**Boundary Change:** The Board was presented with some information regarding a possible boundary change to ease overcrowding at both Stayton Elementary and Stayton Middle School. The DLT is going to review additional information and come back to the Board with a recommendation at the next Regular Session.

**Updated Policy Adoptions/Revisions:** Copies of the following policy adoptions and revisions were included in the board packet:

- JEBBA-AR—Admission of Foreign Exchange Students
- KGC/GBK—Tobacco Free Environment
- IL—Assessment Programs
- JB—Equal Educational Opportunity
- KBA—Public Records
- KAB & AR—Parental Rights
- IA/IAA—Instructional Goals

These policies will be added to the Consent Agenda at the next Regular Session in December.

**District Newsletter:** BJ Hollensteiner went over the information and answered questions regarding the cost and details of having a District Newsletter produced and distributed by Our Town newspaper on a bi-monthly basis. She will bring back additional information regarding editing, costs, and advertising at the next meeting. It is expected that once approved, the newsletter will be sent out around the first week in February.

**Consulting/Marketing Firms—Long Range Plans:** Tom Hogstad has been working on the RFP/RFQ needed to hire a firm to consult and market long-range facility plans for the District. He has made 14 contacts to identify firms with the expectation of completing a plan by the spring of this year. The firm will look at all that has been done and go back and critically develop questions for the District, get data, and identify groups and individuals to talk with. A consultant should be hired to help with the plan by January. The consensus of the Board was to go forward with the plan to hire a firm.

**Second Opinion on Sublimity Middle School:** The Superintendent suggested that the Board move ahead on hiring an engineer for a second opinion to determine the effect of an earthquake on Sublimity Middle School and the viability of continuing to educate students in the building. Doug Middlestetter will contact an engineering firm to get a second opinion. Doug Denson asked that the engineer go into the situation without prior knowledge of what the previous engineer had decided and written up. There was a consensus of the Board to move forward on hiring an engineer.

### **INFORMATION ONLY**

**Enrollment:** As of November 11<sup>th</sup>, FTE enrollment was up 60.5 students compared to the “Projected” September 2005 enrollment. Student count was at 2442.

**Field Trips:** The Board received information on an overnight field trip by the SHS Ski Club to Whitefish Montana and on all day field trip requests received since the last board meeting.

**Gifts:** The Board acknowledged gifts and donations given to the District from JR’s Freight Service, Marsha Heims, Carol Ware, and Stayton Telephone.

**Upcoming Meetings:** A list of upcoming meetings was included in the board packet/agenda-explanation.

**EXECUTIVE SESSION**

**Under ORS 192.660 (2), (e)–Real Property Transactions:** The Board discussed the possibility of obtaining additional land adjacent to the high school.

**RETURN TO REGULAR SESSION—ADJOURN**

The meeting was adjourned at 10:35 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Board Chair, Tracy Stoutenburg**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION/EXECUTIVE SESSION**

**MINUTES  
December 15, 2005**

The Regular Session for the North Santiam School District's Board of Directors was held on December 15, 2005 at 7:00 p.m. at Stayton Elementary School, located at 875 North Third Avenue in Stayton. An Executive Session immediately followed under *ORS 192.660, (2)(i) –Performance Evaluation*.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

**MOTION:** At 7:00 p.m. David Kinney made a motion for Dick Morley to act as the “protem” board chair since Tracy Stoutenburg and Donald Blades were both absent. It was seconded by Doug Denson and passed unanimously 4-0.

Dick Morley called the meeting to order. Others in attendance were Tim McCollister, Doug Denson, David Kinney, Superintendent—BJ Hollensteiner, Business Manager—Doug Middlestetter, and Board Secretary—Mary Richards. Tracy Stoutenburg, Laura Wipper, and Donald Blades were absent.

**Donald Blades arrived at approximately 7:08 and Dick Morley surrendered the position as board chair to him.**

**COMMUNICATION**

**Principals/Supervisors:** The Board received written and/or verbal building reports from all principals.

**Food Service:** Toni Silbernagel gave a written report to the Board.

**Transportation:** The Board asked if all went well with the 2-hour delay because of icy roads previously in the week. The ice was very much unexpected. Because of the later than usual decision to delay school, BJ noted that one of the bus drivers failed to call in and two students were dropped off at the school and ended up walking home. Radio and TV stations were notified. It was suggested the District add a “link” button on the website to connect with “Flash News” as a convenience for parents who have Internet access. BJ noted that this link was already available.

**NSEA:** Mark Miller noted that the Board would be reviewing a Letter of Agreement for Edith Tiger, much like the one she had for first semester. The Union was approving of the letter with some reservations. They feel teachers should not be using their prep time to teach classes, but preparing for the next day instead. Mark suggested that schedules made by school administrators and counselors for the 2006-07 school year should take into account this issue.

## CONSENT AGENDA

**MOTION:** David Kinney made a motion that the Board approve Consent Agenda items 4.1, 4.2, and 4.3 (including the approval of the November 17, 2005—Regular Session minutes; approval of the adoptions/revisions to policies KGC/GBK, IL, JB, KBA, and IA/IAA; approval of new hire—Paul Angove; the acceptance of the resignation of Stephen Cole and acceptance of the retirement of Carolyn Lulay). It was seconded by Dick Morley and passed unanimously 5-0.

## ADDED AGENDA ITEMS

A Letter of Agreement between NSSD and NSEA was added as 8.1a under Old Business—Action.

## NEW BUSINESS

### REPORT/DISCUSSION

**Future Planning—Cost of Portables:** Doug Middlestetter passed out information on the cost of utilizing modular units to alleviate some of the overcrowding issues that are sure to continue into the next year and beyond. Purchase prices and installation costs were compiled from Modular Concepts to help in the decision making process as well as for facilities planning.

## OLD BUSINESS

### ACTION

**District Newsletter—Resolution #121505:** BJ Hollensteiner contacted Paula Maybry regarding the distribution of a bi-monthly district newsletter that would be sent out with Our Town newspaper. Bob Ellis would be the writer and Paula would do the final editing. The District would have full editing rights. The District is also looking at what is available through the local Advertiser and any other local publications that may provide this service. A resolution is needed because a district newsletter was not in the current budget, so the funds will need to come out of contingency. Our Town has given preliminary costs of \$9000-\$10,000 a year for a bi-monthly newsletter. This would take care of all costs including distribution. Comparatively, mailing costs alone for a district newsletter produced by the district office would be approximately \$12,000 a year for bi-monthly issues.

**MOTION:** David Kinney made a motion for the Board to approve Resolution #121505; the transfer of up to \$10,000 of Appropriations from Contingencies to Support Services for the purpose of funding a district newsletter for the remainder of the 2005-2006 fiscal year. It was seconded by Dick Morley and passed unanimously 5-0.

## REPORTS/DISCUSSION

**Boundary Report:** BJ Hollensteiner met with administrative staff to review how a boundary change would impact current class sizes if the district went forward with the recommendation by the Blue Ribbon Committee. Mari-Linn School would need an

additional teacher to help cover the increase in student enrollment, transfers to Sublimity are currently keeping class sizes down at Stayton Elementary and Stayton Middle School. Looking at moving students from the north side of Fern Ridge Road into Sublimity boundaries would make the class size there too large as well. Sublimity and Stayton have grown considerably since the Blue Ribbon Committee made their recommendation. Based on the updated information, it was agreed that now is not a good time to make a boundary change. However, the Board may want to revisit the issue at a later date.

**Engineer’s Report—Sublimity:** Doug Middlestetter and BJ Hollensteiner had a very informative meeting with Jerry Estoup of James G. Pierson Inc., a structural engineering firm from Portland on Friday, December 2<sup>nd</sup>. The meeting was set up to obtain a second opinion on the structural integrity of the Sublimity Middle School building. The final report was given to the Board. The highlights included:

- The building is not a “life” safety threat
- The overall building should not collapse
- Repairs to strengthen internal walls and bricks were recommended
- Asbestos and PCB’s would have to be looked at when repairs are made
- The building is safe to house students

**Work Session:** A Work Session has been set for January 7<sup>th</sup> at 8:00 a.m. to be held at the District Office. Included on the agenda are (1) Roles and Responsibilities of Board Members and (2) Review of the Long Range Facilities Plan. The Board discussed additional agenda items and decided that the two listed should be the only ones on this Work Session agenda due to time allowances. Greg McKenzie will facilitate. The Long Range Facilities Plan will be in a draft explanation form for review of the basic information. A more reader friendly version will be printed up once it has been reviewed and changes have been made.

**Audit Review:** Doug Middlestetter was available to review the audit with the Board. The District continues to maintain its basic programs –reduced though they may be from earlier years. In spite of careful spending, the State School Funding dilemma is making it impossible to operate without depleting the District’s Ending Fund Balance. Spending continues to fall within budgeted guidelines, but expenses exceed revenues. There is a nice summary of our Bond Indebtedness and a report on Internal Controls.

**INFORMATION ONLY**

**Enrollment:** FTE Enrollment as of December 8, 2005 is at 2348.5 (up 56 from the September projection), and student count is at 2436.

**Day Field Trips:** A list of day field trip requests since the last board meeting was included in the agenda explanation.

**Gifts:** The Board acknowledged gifts/donations from Stayton Motors, Monte’s Coins Inc., Karen Ely, and John and Nancy Peterson.

**Upcoming Meetings:**

January 7, 2006	Work Session	8:00 a.m. @ DO
January 19, 2006	Regular Session	7:00 p.m. @ DO

**Fund Raising Plan:** The Food-Service department submitted a fund raising plan to the Board. They plan to sell baked cookies that come on a 'sheet' pan with a high temperature spatula. The sale is to raise funds for professional development. Toni Silbernagel will give the Board a report once it has been completed.

**EXECUTIVE SESSION:** ORS 192.660, (2), (i): Performance Evaluation  
The Board went into Executive Session at 7:50 p.m. to discuss preliminary evaluations of staff.

**ADJOURN**  
The Board returned to the Regular Session and adjourned at 8:02 p.m.

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**Superintendent, B.J. Hollensteiner**

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**Board Chair, Tracy Stoutenburg**

# **NORTH SANTIAM SCHOOL DISTRICT 29J WORK SESSION**

## **MINUTES January 7, 2006**

A Work Session for the North Santiam School District's Board of Directors was held on January 7, 2006 at 8:00 a.m. at the District Office located at 1155 North Third Avenue in Stayton.

### **CALL TO ORDER**

The meeting was called to order at 8:00 a.m. Those present at the session included Dick Morley, Tim McCollister, Doug Denson, Tracy Stoutenburg, Laura Wipper, David Kinney, Donald Blades, Superintendent—BJ Hollensteiner, Business Manager/Facilities—Doug Middlestetter and Tom Hogstad, Secretary—Mary Richards, and Facilitator—Greg McKenzie.

### **ROLES AND RESPONSIBILITIES OF THE BOARD**

Greg McKenzie talked about the roles and responsibilities of the Board. Specifically what the Board is responsible for and what the Superintendent is responsible for.

#### **The Board:**

- Governs,
- Sets the vision, provides the structure, is accountable to the community, and is an advocate on behalf of that vision,
- Transforms the needs, wishes and desires of the community into policies that will direct the community's schools based on "public values",
- Decides on the "end" result by setting goals,
- Adopts the vision, goals and policies,
- Decides what, why, and how much money or time will be spent to meet goals, and
- Appropriates funds.

#### **The Superintendent:**

- Manages,
- Takes care of the day-to-day operations of the District,
- Decides how, when, and who,
- Makes recommendations to the Board,
- Creates action plans to carry out goals,
- Hires and organizes staff,
- Oversees curriculum and instruction,
- Authorizes expenditures,
- Provides the "means" to meet the goals,
- Is responsible to carry out the District's policies and for all administrative functions and operations of the District, and
- Keeps the Board informed about the District's operations.

**LONG RANGE FACILITY PLAN**

BJ Hollensteiner and Tom Hogstad worked on a draft of the “Long Range Facilities Master Plan”. They presented a 39-page working document to the Board. This longer version takes the reader from Phase I starting in 1998 through Phase V, which begins in 2006 and goes through 2030. It was recommended that the information on committee work, their recommendations and the decisions that came out of those recommendations be more defined.

The Board is looking for a shorter format for the community, a document that can be set up as a power-point presentation and be shown to community groups for input.

Dick, David, Laura, Tim and BJ all plan to go to the “Bonds and Ballots” workshop on January 12th and 13<sup>th</sup>. It was suggested that another Work Session be set up for the 14<sup>th</sup> to discuss the information gained and decide the next steps in community input for the facilities plan.

**ADJOURN**

The meeting was adjourned at approximately 11:30 a.m.

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BJ Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION**

**MINUTES  
January 14, 2006  
District Office**

A Work Session for the North Santiam School District's Board of Directors was held on January 14, 2006 at 8:00 a.m. at the District Office located at 1155 North Third Avenue in Stayton.

**CALL TO ORDER**

Those in attendance included: Laura Wipper, Dick Morley, David Kinney, Tim McCollister, and Superintendent—BJ Hollensteiner.

**FACILITIES/BONDS AND BALLOTS DISCUSSION**

The board members in attendance at the Work Session all attended the *Bonds and Ballots Workshop* held during the prior week. This team discussed the information they received and how the Board should proceed with the facilities bond project. Options included phasing the project in over several years or opting for one large project. Phasing would cost more in the long run with the cost of construction constantly on the rise.

The discussion of how to get information out to the community and get their input included a survey and/or a community meeting. A survey would help to develop a credible plan before a community meeting would take place for further input.

Recommendations regarding possible colleges or universities that might be able to help out with a survey and/or a demographic study were made to the Superintendent, who will make contact and bring back information to the Board at the Regular Session on January 19, 2006.

A draft *bond calendar* including a survey timeline and a community meeting will also be put together by the Superintendent and given to the Board at the next meeting. Board members agreed that money for the survey and demographic study would need to come from contingency funds. A resolution will be put on the agenda.

**ADJOURN**

The meeting adjourned at approximately 10:30 a.m.

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**BJ Hollensteiner, Superintendent**

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**Tracy Stoutenburg, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION**

**MINUTES  
January 19, 2006**

The Regular Session for the North Santiam School District's Board of Directors was held on January 19, 2006 at 7:00 p.m. at the District Office, located at 1155 North Third Avenue in Stayton.

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Dick Morley, Tim McCollister, Doug Denson, Laura Wipper, David Kinney, Donald Blades, Superintendent—BJ Hollensteiner, Business Manager—Doug Middlestetter, and Secretary—Mary Richards. Tracy Stoutenburg was absent.

**SPOTLIGHT:**

**NSSF—American Roots Presentation:** A video of the 2005 American Roots Festival, showing highlights of musical performances was shown to the Board. The festival is a fundraiser for NSSD music education. Tom Coats made a presentation of a \$4500 check, which will be used to support music education at all five NSSD schools. Last year new musical instruments were purchased with the money. This festival is held the third week in October each year.

**NSSF—Play Shed:** Students, staff, and community members have been hearing about fundraising for a play shed at Stayton Elementary School for over 20 years. SES Parent Teacher Club decided that was long enough. The PTC worked to complete the fundraising this year with many donations from local businesses and community members. The play shed has been completed and students are now using it to stay out of the rain and still get some fresh air. Tom Coats gave the Board a bill of sale for the building. The dedication of the play shed is tentatively scheduled for February 3, 2006.

**MOTION: Dick Morley made a motion for the Board to accept the SES play shed as donated by the North Santiam Schools Foundation. It was seconded by Doug Denson and passed unanimously 6-0.**

**School Board Recognition Month/Governor's Proclamation:** BJ Hollensteiner read Governor, Theodore Kulongoski's proclamation designating that January 2006 be "School Board Recognition Month". She thanked the Board for their gift of time and commitment to the District and to the students. Small tokens of appreciation were given to the Board from students and staff.

**COMMUNICATION**

**Board Reports:** Four board members attended the "Bonds and Ballots" workshop on January 12<sup>th</sup> and 13<sup>th</sup>. They discussed the information they got at the January 14<sup>th</sup> Work Session and it will be discussed later in the meeting.

**Superintendent:** BJ Hollensteiner passed out information on the election of the WESD Board (how to file, complete forms, timelines, etc.).

**Facilities Report:** Doug Middlestetter stated that with all the rain, the Board might be wondering how our roofs are holding up. Everything is looking good except the “field house” roof is leaking. The ridge cap over the end is an issue. Maintenance crews will fix it when the weather breaks.

**Principals/Supervisors:** The Board received written building reports from Marlene Fox (SES), Andrew Gardner (SUB), and Charlotte Klampe (SHS).

**Personnel:** Added to the consent agenda was the approval of the retirement of Jane Rowe, a second grade teacher at Sublimity Elementary School.

**Curriculum/Instruction:** The Social Studies Curriculum Committee plans to meet in February to go over the process for adoption, review materials, and begin the update of the curriculum standards. They plan to have materials chosen and ready for staff and the community review by May, with final Board approval in June. New adoption of K-12 textbooks in social studies will cost the District approximately \$100,000.

**NSEA:** Mark Miller stated that NSEA is ready to begin bargaining whenever the Board is ready, hopefully sometime in February.

**OSEA:** Gary Rychard, representing OSEA, also noted that they are ready to bargain as well.

### **CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve 5.1 and 5.2 of the Consent Agenda (including the approval of the December 15, 2005—Regular Session minutes and the approval of the retirement of Jane Rowe, a second grade teacher at Sublimity Elementary School). It was seconded by Dick Morley and passed unanimously 6-0.**

### **ADDED AGENDA ITEMS**

Resolution #011906A was added to the agenda as 7.2a to transfer contingency funds to pay for a demographic study and survey for the bond.

### **NEW BUSINESS**

#### **ACTION**

**WESD Resolution Services:** Resolution services are identified by superintendents and are focused mainly on services for special education students. The list is quite long as many services are available, but each district in the region has the ability to pick and choose from the list, dependent upon their needs. A copy of the resolution cost sheet for NSSD is included to show which services are accessed. Resolution money allows districts to have access to services that would be very difficult to fund within budgets. Also since many of these services are part-time, specialty services, the District doesn't have to fill those difficult part-time positions. The Board must request the WESD to provide the services listed, so NSSD can access the needed services.

**MOTION: David Kinney made a motion for the Board to request WESD to provide the services listed in Resolution #011905 as presented. It was seconded by Tim McCollister and passed unanimously 6-0.**

**Surplus:** A list of items requested for designation as surplus was included in the board packet. These included a refrigerator, desks, chairs, flagpoles, and pressure treated posts. Most items are either in need of major repair, need to be replaced due to age or condition. The posts were left over from the truss repair at the high school.

**MOTION: David Kinney made a motion for the Board to declare the items delineated in the board packet as surplus. It was seconded by Dick Morley and passed unanimously 6-0.**

**Resolution 011906A—Additional Transfer of Budgetary Allocation for Study & Survey:** As discussed at the Work Session on January 14, 2006, the Superintendent looked into a District-Wide Study to determine more accurately the actual growth and projected classroom and building needs for the future. Data from both public and private schools will be merged together to more accurately project future building capacities and needs. This study will cost approximately \$10,000.

In addition, for approximately \$20,000, the District can contract to have a survey taken of its constituents to ascertain their collective opinions regarding the scope of projects that would best meet the building needs of the District as it relates to work that would appear on a successful bond ballot.

There was a discussion on the options for the length of the phone survey, the basic questions, and the timeline for getting results back to the Board. Since the survey and the study were not in the budget, the Board needs to authorize the movement of money from the Contingency account into the Board of Directors account.

**MOTION: Dick Morley made a motion for the Board to authorize a budgetary transfer in the amount of \$30,000 to be moved from the Contingency account (100-6110-810-990-000) to the Board of Directors—Election Fees Account (100-2310-388-900-000). This transfer is to cover the expected survey and study project costs based on preliminary estimates. It was seconded by David Kinney and passed unanimously 6-0.**

### **REPORT/DISCUSSION**

**Contract Negotiations/Board Team Members:** The District received letters requesting to bargain with the Board from OSEA and NSEA. Tim McCollister, Laura Wipper, and Dick Morley volunteered to be on the negotiating team. All three plan to attend an OSBA Workshop in February regarding contract negotiations.

**Annual Report:** Board Secretary—Mary Richards compiled information for the 2004-2005 Annual Report. A copy was given to each board member to review. Several members noted that they liked it. It had good charts, was easy to read, and was short. It was suggested that it could be put into a power point presentation and used to get information out to the community.

**Superintendent Evaluation System:** OSB has revised the superintendent's evaluation form. A copy was given to the Board for review. If the Board chooses to move to a new document for evaluation, it must be adopted prior to its use. Donnie and Laura volunteered to work with the Superintendent to structure a new form based on NSSD policy and merge it with the job description. Greg McKenzie is available to facilitate the use of the forms and consistency in understanding and answering the evaluation questions.

**Final Seismic Report/Sublimity Middle School:** The full text of the recent seismic report prepared by Jerry Estoup of James G. Pierson, Inc. was included in the board packet. A faxed draft copy was given to the Board at the last Regular Session. There were few changes to the document.

**Pulse Boiler Failure/Stayton Middle School:** SMS has had extreme difficulty firing the “Pulse Boiler” in recent months (and problems with it going back a number of years). Emergency diagnosis has finally found the apparent cause of some of its problems – necessitating replacement. Ron Osborne stated that the warranty is up on the boiler and maintenance staff have keep it running 24/7 so that it didn’t shut down and fill up with water. It will cost approximately \$50,000 to replace and needs to be fixed immediately. Doug Middlestetter stated that this would be considered an “emergency” since it will affect the ability to work in the building for both students and staff as the weather gets colder. QZAB money could be used for the replacement of the boiler. There is a 10-day turn-around time for delivery plus a 3-day install timeline. The consensus of the Board was to take care of this emergency as soon as possible.

**OSBA Sample Drug Testing Policy:** At the Work Session on January 7, 2006 a request was made to check into policy regarding drug testing of staff. A sample OSBA policy was included in the board packet for review. This policy will be adjusted for NSSD and brought back to the Board for review at the next meeting.

**2005-06 Assurances:** The District meets all the OAR Section 22 assurances with the exception of the purchasing and implementing into classrooms social studies textbooks this fall. The Social Studies Curriculum and textbook adoption and purchase should have been done over the last two years and implemented into classrooms this last fall. Because of budget shortfalls, the District is behind one year in the adoption cycle. The textbook adoption will be added into the 2006-2007 Budget with estimates between \$70,000 to \$100,000 if new materials and texts for all grade levels are purchased.

## **OLD BUSINESS** **REPORTS/DISCUSSION**

**Long Range Facilities Plan:** At the Work Session on Saturday, January 14, 2006 a calendar of events was developed as well as a review of the draft of the Long Range Facility Master Plan (LRFMP). Changes to the LRFMP are in process. A copy of the draft calendar was handed out to the Board and discussed. The Board would like to see a tour of the buildings scheduled in February, a discussion regarding the appraisal of the land for the new elementary building on the February agenda, and the survey and demographic study results available the first of May.

## **INFORMATION ONLY**

**Enrollment:** FTE enrollment as of 01/13/06 was 2350 and the student count was 2441. FTE enrollment is up 57.5 from the September 2005 projection.

**Field Trips:** A list of the field trips submitted since the last board meeting was included in the agenda-explanation.

**Gifts:** The Board acknowledged gifts/donations to the District from the Class of 2005, Aarong Stoddard, Tom and Anna Evans, Wells Fargo Bank, Sandy Edwards, and Eleanor N. Scharff.

**Upcoming Meetings:** The next meeting of the Board will take place on February 16, 2006 at 7:00 p.m. at Mari-Linn School.

**ADJOURN**

The meeting was adjourned at 8:26 p.m.

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**BJ Hollensteiner, Superintendent**

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**Tracy Stoutenburg, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION  
REGULAR SESSION**

**MINUTES  
February 16, 2006**

An Executive Session for the North Santiam School District's Board of Directors was held on February 16, 2006 at 6:45 p.m. under ORS 192.660, (2), (b)—Discipline of Public Officer or Employee, and ORS 192.660, (2), (i)—Performance Evaluation. The Regular Session began at approximately 7:30 p.m. Both meetings were held at Mari-Linn School located at 641 5<sup>th</sup> Street in Lyons, Oregon.

**EXECUTIVE SESSION**

**CALL TO ORDER**

Those present included: Dick Morley, Tim McCollister, Doug Denson, Tracy Stoutenburg, David Kinney, and Donald Blades. Laura Wipper arrived late.

**Discipline of a Public Officer or Employee—ORS 192.660, (2), (b):** The Board discussed the investigation findings regarding a harassment complaint against a district employee.

**Performance Evaluation—ORS 192.660, (2), (i):** The Board reviewed the list of recommended renewals for probationary and contracted licensed and administrative staff.

**ADJOURN TO REGULAR SESSION**

The Board adjourned to the regular session at approximately 7:30 p.m.

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Dick Morley, Tim McCollister, Doug Denson, Tracy Stoutenburg, David Kinney, Laura Wipper, Donald Blades, Superintendent—BJ Hollensteiner, Business Manager—Doug Middlestetter, and Secretary—Mary Richards.

**SPOTLIGHT:**

**Mari-Linn School:** Debbie Johnston showed the Board the new computer lab that has been set up at Mari-Linn for students to use for state assessment testing (TESA) and for research purposes.

**COMMUNICATION**

**Board Reports:** Dick Morley reported that he, BJ, Tim and Doug went to a Negotiations Workshop on Wednesday night and felt like they got some good information to bring to the bargaining sessions that are to begin soon with NSEA and OSEA.

**Superintendent:** BJ plans to meet with Laura and Dave to go over the questions for the survey on February 22<sup>nd</sup>. The survey should be completed by the first week of March. The demographic study should be completed by May 1<sup>st</sup>. The tours of the buildings have been set up. One change was made to the Sublimity schedule. Their tour will be on March 3<sup>rd</sup> instead of February 28<sup>th</sup>. There will be some community members invited to attend. All tours will start at 2:00 p.m. so that those in attendance can see the building with and without students.

The Superintendent also noted that she met with the Editorial Board from the Stayton Mail to discuss the process for addressing issues like the one involving Scott Pons.

Superintendents met today and were told that school funding for the 07-09 biennium is expected to be a 10% increase on the current funding. With rollup costs for staff, that puts the budget about 55 million dollars short. Plus federal money is expected to decrease 5%.

**Facilities Report:** Doug reported that the new boiler is here and ready to be installed at the middle school sometime next week.

**Principals/Supervisors:** The Board received written reports, newsletters, or weekly updates from Charlotte Klampe (SHS) and Marlene Fox (SES).

**Personnel:** Kelley Graham, Personnel Administrative Assistant, has accepted a job in Portland. Her replacement will be Teri Butler. BJ noted that she is very confident that she will be able to handle the job and plans to get her into some training sessions to help with her knowledge of personnel law and procedures. Hiring Teri leaves a hole in the technology department that now must be filled.

**Curriculum/Instruction:** The Social Studies Curriculum Committee has identified its choices for adoption. These textbooks are making the rounds to schools starting with Mari-Linn. The K-8 books were available for review by the Board, staff, parents and community members. The next school for the K-8 review process will be Sublimity. Books for grades 9-12 are already on display at the high school in the library for review. The committee will meet again towards the end of March to finalize curriculum and review feedback.

**Special Programs:** Special Programs had a Behavior Specialist come and talk with staff about problem behaviors and how to handle in a more productive manner. Special Services is advertising for a replacement for the department secretary. The current secretary is going back to school and her last day will be the 17<sup>th</sup> of February.

**Food-Service:** Toni Silbernagel gave the Board a written report regarding the food service department.

## CONSENT AGENDA

**MOTION: David Kinney made a motion for the Board to approve the Consent Agenda items: 5.1, 5.2, and 5.3. (Including the minutes from the January 7, 2006—Work Session, the January 14, 2006—Work Session, and the January 19, 2006—Regular Session. The acceptance of the retirement of Pat Wilson, the approval of the leave of absence of Scott Pons, and the resignation of Eddie Young. The adoption of policy GBED—Medical Examinations/Drug Testing.) It was seconded by Donnie Blades and passed unanimously 7-0.**

## ADDED AGENDA ITEMS

The Board added the following to the agenda: 7.2a Complaint Against Staff, 7.5 Military Leave Issue, 7.6 Educational Metrics, and 8.3a Resolution #021606—Contingency Authorization and Transfer.

## NEW BUSINESS

### ACTION

**2006-07 Budget Calendar:** Doug Middlestetter updated the Budget Calendar to reflect current dates for the 2006-07 Budget. A copy was included in the board packet for review. There is basically no change in start time.

**MOTION: Donald Blades made a motion for the Board to approve the Budget Calendar for the 2006-07 Budget. It was seconded by both David Kinney and Doug Denson and passed unanimously 7-0.**

**Renewal of Teacher Contracts:** It is time once again for the extension/non-extension of contracted (permanent) licensed staff and the renewal/non-renewal of probationary staff. Staff must be given notification prior to March 15<sup>th</sup>. A list of updated recommendations was given to the Board during their discussion of performance evaluations during the Executive Session. Policy Reference: GCN-Evaluation of Licensed Staff

**MOTION: David Kinney made a motion for the Board to extend and renew contracts for the time and people as presented in the amended board packet handout. It was seconded by Dick Morley and passed 6-0. Doug Denson voted no.**

**An Executive Session was suggested for further discussion on March 4<sup>th</sup>.**

**Complaint Against Staff:** During the Executive Session the Board reviewed the investigation of a complaint regarding harassment by staff. Dick Morley stated that he has only had contact with the complainant one other time as a member of the Board during an Executive Session and has no bias in this case. Therefore he would not withdraw himself from the discussion or action as requested by the complainant.

**MOTION: Dick Morley made a motion for the Board to deny the resolution requested in the complaint against staff based upon the investigation and the evidence received. The Board finds there was just cause for the letter being sent and finds there were no false statements made. It was seconded by David Kinney and passed unanimously 7-0.**

### **REPORT/DISCUSSION**

**2004-05 Report Cards:** The District received the 2004-05 Report Cards from ODE and copies were in the board packet. Stayton Elementary School, Mari-Linn School and Sublimity School got a “strong” overall rating and all other schools got a “satisfactory”. Copies of the Report Card will be sent to each student’s household before the end of March. Adequate yearly progress (AYP) is noted on the report cards. If there is one subgroup of students in one school that does not meet AYP, then the District cannot meet AYP.

It was noted that the high school math scores have been up and down in the District, but are still behind the state average. The elementary math scores are rising with the help of the new Bridges Curriculum and good teaching strategies. Using Technology Enhanced State Assessment testing (TESA) helps teachers to get immediate feedback several times a year about what kids know and what they still need to learn.

**Process for Adding Positions:** As new responsibilities have been added across the District there has been a need to write new job descriptions. New positions added to the classified contract have been the *Truancy Officer and the Interpreter*. Those have been done either through a letter of agreement or contract negotiations. This year we also are contracting for services for nursing, which is new as we have always contracted for our *nursing services* through the ESD. Monies used for this contract come from special education funds and from Medicare billing dollars (money we have since we have started tracking Medicare eligible time so federal dollars can flow through the District). Using Medicare dollars for contract nursing was part of the budget for the first time this year (05-06).

Changes in the business department after Tom, Judy, and Wendy left eventually resulted in returning to the use of the *Assistant Business Manager* title. Following the merger, the District had a business manager, a facilities director, an assistant business manager, and a payroll clerk. With resignations those four positions became two—the business manager and the assistant business manager.

The discussion revolved around the question of whose responsibility it is to create and/or add positions once the budget has been approved. Traditionally creating a position has been done through bargaining as stated above. As additional FTE is added based on enrollment or SPED needs, it has been approved with either the adoption of the budget or through the Superintendent’s approval. The Board requested the Superintendent to look into OSBA sample policy and current NSSD policy for direction.

**Military Leave Issue:** Board members were given a copy of the letter sent to the Stayton Mail as a guest opinion from the Superintendent. The opinion explained the response of the District regarding the military leave of Scott Pons. The District had no intention of denying benefits to an employee on military leave. Admittedly this issue was not handled in a timely manner because the personnel department was trying to get clarification on several questions regarding the formula to be used in determining the benefit. At the same time the District was changing over to a new payroll system which needed to be in place for over 200 employees to be paid on time. The Pons question was around the payment of PERS benefits that are not distributed until reemployment after active duty is completed. Mr. Pons had not been deployed at that point and was confused about the legal wording in the letter asking him to reapply when he returned from active duty. Also, because Mr. Pons is on a contract for 190 days, his contract days had to be adjusted to account for the loss of days during the 2005-06 school year while he was on active duty. The staff will be directed to review and adjust the wording of letters regarding military leave to make them less legalistic and more reader friendly.

Reflecting back on the Pons issue, the Board would like to see the perception of the District Office (DO) as being more friendly, especially to its own employees. The DO staff has been reviewing its customer service techniques and friendliness at its staff meetings each month and has been getting positive feedback from those it serves. Short staffing makes it hard to get back to people in a timely manner because priorities must be set, however the DO staff is committed to establishing better communication with those who have questions that cannot be answered within 24 hours.

**Educational Metrics—A Measurement of Educational Quality:** The District currently uses the Consolidated Improvement Plan (CIP) as one of its educational metrics. Another one is the ODE School and District Report Card as discussed earlier in the meeting. The Board would like to see more academic spotlights that help them to see how students are succeeding as well as what type of safety net is in place for those who are not.

A Work Session needs to be set up to give the Board updates on new programs aimed at improving student achievement and for the review of assessment data.

## **OLD BUSINESS**

### **ACTION**

**Flex-Plan Amendment—70-Day Grace Period:** The IRS recently issued Notice 2005-86, which clarifies the impact of a health Flexible Spending Account grace period on eligibility for a Health Savings Account. It would be in the best interest of the District's employees to amend wording in our plans to comply with the provisions of the new rulings. The District has four flex plans to accommodate the different work classification groups. In effect this amendment gives employees a 70-day grace period after March 31<sup>st</sup>.

**MOTION: Donald Blades made a motion for the District to amend the wording in the Section 125 Health Flexible Spending Account to conform with recent IRS Notices for all four of the plans (502, 504, 506, and 508) as follows:**

**Section 8.05 of the North Santiam School District #29J Plan (502, 504, 506 and 508) Flexible Benefits Plan (the plan) is amended effective February 17, 2006 to delete the last sentence which states:**

**“Prior to the start of a Grace Period, a Participant shall be entitled to elect to restrict the Eligible Medical Expenses incurred during the Grace Period that may be reimbursed from the unused contributions made in the prior Plan Year to only vision and dental expenses.”**

**It was seconded by Tim McCollister and passed unanimously 7-0.**

## **REPORTS/DISCUSSION**

### **Building Tours:**

Tour dates have been arranged in each building, as requested by the Board, to review the construction and upgrade needs as presented on the bond. Board members should plan to attend as well as those patrons invited by principals. Each tour is scheduled for 2:00 p.m. on the dates noted on the updated calendar that was handed out at the meeting.

### **Darley Property Appraisal:**

There has been some preliminary discussion about moving forward on the purchase of the Jack Darley property identified for the new Stayton Elementary School, should the bond pass. The Superintendent recommended that the Board begin the process by having an appraisal done on the property so a reasonable purchase price can be integrated into the estimates for the bond in November.

Salem has filed a condemnation of the property for the right-away rights for the water pipe installation needed on the property. The appraisal will cost about \$4500, not an unreasonable amount for a large parcel of property that is low density/residential within the urban growth boundaries of a city. These types of appraisals usually run between \$3500 and \$5000.

A question has arisen about condemnation if NSSD owns the property, since the City of Salem and NSSD are both public entities. We could sell Salem the right away for the water line with the only restrictions being that we cannot build a building on top of it. With 33 acres that should not be a problem for the construction of a school.

A discussion regarding how the Board decided upon the Darley property and the complexity of the review process of the 12-15 larger properties within the Stayton/Sublimity area took place. The review process took approximately 6-7 months and the Darley property was the best selection of those looked at. Major roads would

have to be built, costing millions of dollars, if the District chose to use any of the properties adjacent to Stayton Middle School.

**MOTION: David Kinney made a motion to authorize the Superintendent or designee to secure a fair market appraisal to determine a reasonable price for the Darley property. It was seconded by Dick Morley and passed 5-2. Laura Wipper and Doug Denson voted no.**

**Resolution #02162006—Contingency Authorization and Transfer:** The District has secured property located at 1380 Gardner Street in Stayton as part of its long range facility plan to adequately house any Stayton High School expansion. Money from the Mehama School property sale will be deposited into the General Fund when received. It is in the District's best interest to transfer Contingency Appropriations (that include the purchase price and closing costs) to the Operations and Maintenance of Plant account to offset the purchase of the Gardner as discussed in previous sessions.

**MOTION: Dick Morley made a motion for the Board to authorize a budgetary transfer in the amount of \$220,412 to be moved from the Contingency Appropriations Account (100-6110-810-990-000) to the Operation and Maintenance of Plant Account (100+2540-520-900-000). It was seconded by David Kinney and passed 5-2. Laura Wipper and Doug Denson voted no.**

**Survey & Demographic Study:** Charles Rynerson of Portland State University assured the Superintendent that PSU will be able to complete a population study for the District by May 1<sup>st</sup>, if not before. The study will cover 20 years with more detailed information in the first 10 years than in subsequent years. The Superintendent also requested that the study look at the District as a whole and each community individually so it could be determined whether some communities with the District will grow at different rates. This should help with the determination of space needs for the future. The price quoted for the demographic study was \$8,300.

Draft survey questions were given to the Board at the meeting. A finalized list of questions will be ready after the 22<sup>nd</sup> of February and the survey will take place during the first week of March.

#### **INFORMATION ONLY**

**Enrollment:** FTE enrollment is at 2390.5 and the student count is at 2482 as of February 10, 2006.

#### **Field Trips:**

##### Over Night Field Trip Information

Information regarding the choir trip to England presented by Diane Allen Jackson earlier this year is enclosed in the board packet. They are currently looking at two options, both for the summer of 2007.

##### Day Field Trip Requests

A list of field trips requested during late January and early February was listed on the agenda-explanation.

**Gifts:** The Board acknowledged the books and software (a \$600 value) given as a gift to Stayton Middle School by Dale and Marilyn Baarstad.

**Upcoming Meetings:** A list of upcoming meetings was given to the Board. The included:

March 4, 2006	Work Session	8:00 a.m.	District Office
March 16, 2006	Regular Session	7:00 p.m.	District Office

**ADJOURN**

The meeting adjourned at approximately 10:00 p.m.

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BJ Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**EXECUTIVE SESSION—7:30 AM**  
**WORK SESSION—8:00 AM**

**MINUTES**  
**March 4, 2006**

An Executive Session for the North Santiam School District's Board of Directors was called to order under ORS 192.660, (2), (i)—Performance Evaluations at 7:35 a.m. A Work Session began at 8:00 a.m. and another Executive Session under ORS 192.660 (2)—Labor Negotiations immediately followed. All three meetings were held at the District Office located at 1155 North Third Avenue in Stayton.

**EXECUTIVE SESSION**

**CALL TO ORDER**

Those present included Tim McCollister, Dave Kinney, Dick Morley, Tracy Stoutenburg, Doug Denson, Laura Wipper, Donald Blades, Superintendent—BJ Hollensteiner, Secretary—Mary Richards, Principal—Charlotte Klampe, and Assistant Principal—Ron Wickett.

**STAFF EVALUATIONS**

The Board reviewed several staff evaluations. The discussion also turned to how to get student feedback regarding classroom learning and possible teacher ratings by students. The DLT will review and make recommendations for the standards of evaluation to more clearly convey the expectations of student learning. This information will be brought back to the Board for further discussion.

**AJOURN TO WORK SESSION**

The Board adjourned the Executive Session and moved into the Work Session at 8:23 a.m.

**WORK SESSION**

**SUPERINTENDENT EVALUATION DOCUMENT**

Business Manager—Doug Middlestetter and OSBA Facilitator—Greg McKenzie joined the group to begin the discussion.

**WHY**

Reasons for doing an evaluation of the Superintendent by the Board include the:

- Review of job performance,
- Identification of job duties,
- Feedback to the Superintendent,
- Celebration of successes,
- Identification of new goals and areas of needed improvement,

- Use as a tool for communication between the Board and the Superintendent,
- Fulfillment of contract requirements and board policy,
- Completion of board accountability role, and the
- Availability for use by the Superintendent as a self-evaluation tool

## MEASURES

Measurements for the evaluation should include:

- Job description
- Board policy
- Clear criteria for goals
- Community expectations
- AASA/NSBA Standards
- Feedback from administrators and teachers

## SUPPORT

Before review and measurement of each category of the evaluation the Board needs to reflect on the following:

TIME                      PERSONNEL                      FINANCES

- Has the Superintendent been given enough **time** to complete each aspect of the category?
- Did the Superintendent have enough **personnel** available to support each aspect of the category?
- Did the Superintendent have adequate **finances** available to meet the needs of each aspect of the category?

If you answer no to any of these questions, then you should exclude that category from your evaluation.

## WHEN

July/August	Goals Setting and Set Process for Evaluation
July/March	Period of Review
January	Review Process for Evaluation and Measurements
February	Begin Evaluation Worksheets/Compile Information
March 1 <sup>st</sup>	Yearly Evaluation Completed (As Per Contract)

## 360 Evaluation

A 360 evaluation allows for input from the community, teachers, administration, superintendent, and the Board. An independent evaluation process used to compile the results of the evaluation surveys should be used. It was suggested that perhaps a web site with password access might be a viable way to collect information. Although the Board seemed interested, there was no discussion on how to go forward or who might look into the suggestion.

## **COMPLETION**

Upon completion of the evaluation, a report to the public should be given through a press release to a local newspaper.

## **CASCADE SCHOOL DISTRICT BOND**

Jim McBride, Superintendent of Cascade School District, gave a presentation to the Board on how they got ready and passed their bond. He gave a brief history of when they first started talking about the bond, the advisory committee work that had been done, and the evaluation and re-evaluation of their needs.

The District did several things that really helped the bond to pass. These included:

- Having bond meetings that coincided with other school activities,
- Getting information to the public about how the District is using QZAB bond money to upgrade buildings,
- Having community meetings to decide how much money they felt comfortable with,
- Board members were active in the community and listened to what people said,
- Educated the community about the increase in construction costs and how that would affect their taxes in the future,
- At each community school meeting they answered questions from those who attended and had the questions and answers as part of their community flyers on the bond,
- Had meetings to answer questions with different age groups in the community (nursing and retirement homes, PTA groups, etc.), as well as civic groups,
- Used flyers, door drops, postcards, mass mailings and signs to remind people to *Remember Cascade Students, Now is the Time, and Think of the Kids*,
- Used publicity that controlled the content as well as local newspapers,
- Sent weekly letters to the editor of the local newspaper,
- Encouraged people to vote, put voter deadlines on reader boards,
- Educated people regarding tax assessment Vs home sale value and how that translates into lower taxes than expected,
- Tracked the ballots as they came in and made phone calls to remind people to vote,
- Held weekly meetings for people who were community catalysts to meet with the Superintendent

## **PERFORMANCE MEASUREMENTS FOR THE DISTRICT**

A matrix system for performance measurement was discussed at the last Regular Session. There was discussion at that point to set up regular Work Sessions to give the Board updates on new programs aimed at improving student achievement and for the review of assessment data.

The Board talked about when would be the best time to schedule these Work Sessions. It was the consensus of the Board that whenever they meet for the Regular Session at the District Office site, a Work Session will be scheduled before hand from 6-7:00 p.m. The Superintendent and Board Chair will work to streamline the Regular Session agenda, so that the meetings do not last too long.

The DLT will come up with a list of possible presentations to the Board. At the next Work Session to be held before the March Regular Session the Board will review this list and indicate what they would like to know more about.

**ADJOURN**

The Work Session was adjourned at 11:30 and the Board went into Executive Session.

**EXECUTIVE SESSION**

**EXECUTIVE SESSION**

The Board went into an Executive Session under ORS 192.660 (2)—Labor Negotiations.

The Board discussed the upcoming negotiations between NSEA and OSEA and went over financial data, projected ending fund balances, projected increases in PERS and Insurance, and contract language. Laura, Dick, Tim, and BJ will develop bargaining goals and get them out to the Board.

**ADJOURN**

The meeting adjourned at 12:45 p.m.

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BJ Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION/REGULAR SESSION/EXECUTIVE SESSION**

**MINUTES  
March 16, 2006**

A Work Session for the North Santiam School District's Board of Directors was held on March 16, 2006 starting at 6:00 p.m. The Regular Session was called to order at 7:15 p.m. with an Executive Session held immediately following under ORS 332.061—Hearing to Expel Minor Child, ORS 192.660 (2)—Labor Negotiations, and ORS 192.660 (2)(e)—Real Property Transactions. All three sessions were held at the District Office located at 1155 North Third Avenue in Stayton.

**WORK SESSION**

**CALL TO ORDER**

Those present included: Board Chair—Tracy Stoutenburg, Members—Dick Morley, Tim McCollister, Laura Wipper, David Kinney, and Donald Blades, Superintendent—B.J. Hollensteiner, and Board Secretary—Mary Richards. Doug Denson was absent.

**ACADEMIC WORK SESSION CALENDAR**

The Superintendent brought a list of proposed options for discussion at upcoming Work Sessions. These Work Sessions will be held each time that Regular Sessions are held at the District Office site and will begin at 5:30 p.m. Discussion items included:

- Foreign Language Curriculum (April)
- Graduation Requirement Changes (June)
- Math Instruction and Curriculum (July)
- Staff Development (August)
- Alternative Education
- Special Education—Response to Intervention
- Curriculum Expectations and Outcomes
- Reading Instruction
- Assessment
- Technology & Science Integration
- ELL Program
- Reading Instruction and Curriculum
- Volunteer Programs

The Board would like a progress report on the Consolidated Improvement Plan (CIP) goals, focusing on one goal per Regular Session, starting in April. All Work Session presentations will be done by teachers, support staff, and/or administrators.

**REVIEW OF BOARD GOALS**

The Board received a revised copy of the Board Goals for 2005-07 along with measures of success and strategies for improvement as set forth in the CIP. A Work Session will be set up this summer to review these goals and update as necessary.

## ADJOURN TO REGULAR SESSION

The Work Session was adjourned at 7:05 p.m.

### REGULAR SESSION

## CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

The Regular Session was called to order at 7:15 p.m. Those listed above were in attendance along with Business Manager—Doug Middlestetter, Assistant Business Manager—Lorna Schwanke, and Principals—Marlene Fox and Andrew Gardner.

## COMMUNICATION

**Board Reports:** Bond surveys were being done during the week of March 13<sup>th</sup>. The results should be available around the first week of April.

**Superintendent:** B.J. Hollensteiner gave the Board information on the WESD candidate forum to be held on April 12<sup>th</sup> at 6:00 p.m. in the Willamette Room. The NSSD Board is suppose to send one vote to the WESD between the 1<sup>st</sup> and 10<sup>th</sup> of May. David and Tracy said they would go to the WESD meeting to participate in the interview of candidates. Also the Board was reminded that there will be an OSBA Regional Dinner Meeting on the following day, April 13<sup>th</sup>. Anyone interested in going needs to contact Mary Richards to register by March 29<sup>th</sup>.

**Facilities Report:** Doug Middlestetter reported that there was a transformer problem which affected the high school facility on the 16<sup>th</sup> of April. Everything seems fine at this time, but they will be keeping an eye on the electronic equipment over the next few weeks because of the surges that took place.

**Principals/Supervisors:** Marlene Fox and Andy Gardner each gave the Board a written report. Andy also talked with the Board about the search for new Sublimity School teachers. With three teachers retiring this year, he is trying to start recruiting teachers now.

**Transportation:** There were no transportation problems reported during the two hour delays on March 9<sup>th</sup> and 10<sup>th</sup>.

**NSEA:** Diane North introduced Leanne Trailer to the Board. She is the new Uniserve Representative for NSEA.

## CONSENT AGENDA

**MOTION:** Dick Morley made a motion for the Board to approve Consent Agenda items 8.1 and 8.2 (including the approval of the minutes from the February 16, 2006—Regular Session and the March 4, 2006—Executive Sessions/Work Session; the approval of the hire of Jennifer Etzel as a temporary employee; and the reluctant acceptance of the retirement of Marlene Fox). It was seconded by Donald Blades and passed unanimously 6-0.

## ADDED AGENDA ITEMS

ORS 192.660 (2)(e)—Real Property Transactions was added to the Executive Session.

An overnight field trip request for the Forestry class to attend Fire School was added under Information—Field Trip Requests. It has been approved by the Superintendent and

the Board received an itinerary for the three day course. Lori LaMarche will be the teacher in charge.

### **NEW BUSINESS—REPORT/DISCUSSION**

#### **2006-07 School Calendar Draft:**

The Board received the first draft of the 2006-2007 School Calendar. Randy LaFollett has met with DLT and some staff for their input. He plans to meet with additional staff during the remainder of March to get input. The final draft of the calendar will be brought back to the Board at the April Regular Session for approval.

#### **Local Wellness Policy:**

Michael Ann McIlvenny, Denise Cardinali, and Toni Silbernagel have headed up the process to develop the Wellness Policy. They established a committee of staff and community members to seek input on the policy. The policy “base” is the one suggested by OSBA and changes have been made as suggested by those involved up to now. Board input is needed prior to recommending adoption. A second draft will be available soon. The final draft will be brought back to the Board at the April Regular Session for approval.

#### **Technology Future Plan:**

A draft technology plan was passed out to the Board, which outlines the curriculum plan for students in the District and a purchasing plan in order to meet those needs. Over the last 5 years, most of the expenditures have been targeted toward administrative functions such as business, payroll, processing ODE reports on students and staff, email for staff and students, and generally upgrading the network capability to handle the volume of information going in and out of the District. SHS has several technology/computer classes and most of the keyboarding is taught at this level. We are near being able to provide keyboarding at all of the middle schools so students can enter the high school meeting that standard, allowing students to concentrate on more extensive skills. The big push over the next few years is to provide additional labs and in-classroom computers so students have access to the Internet more readily and can also begin to learn basic programs like Power Point, Excel, and Word. Also needed is additional software in the area of drill activities and thinking skills. Andy, Marlene and BJ plan to visit schools this month to look at what they are offering students. The DLT is also looking at the technology department staffing to determine whether the current configuration meets the District's needs now and in the future. The District has the opportunity to look at this more closely with the changes in staff. Grant money may be available for printers, white boards, smart boards, etc.

### **OLD BUSINESS—REPORTS/DISCUSSION**

#### **ODE Review of Continuous Improvement Plan (CIP):**

The District received the ODE review of the CIP and it was included in the board packet. Few districts in the state required no revisions, NSSD was one of them. Goals from the CIP will be reviewed over the next few months, one at a time, during Regular Sessions.

#### **Classified Hiring Policy:**

Currently the Board approves the hire of all new licensed staff as required under the law. Classified staff has been hired by the Superintendent under current policy without board approval. In discussion with other superintendents in other districts, this is the normal procedure. Normally classified staff has a higher turnover rate than licensed especially

with so many ups and downs in the numbers of people needed in special programs based on student needs. A copy of policy GB—General Personnel Policies was included in the packet for reference. The creation of new classified positions still rests with the Board and should be addressed in the budget as well as in negotiations. Newly created job descriptions in each category of employees will continue to be approved by the Board.

**Set Meeting Date—Election of ESD Board Member:**

BJ discussed the election of the ESD board member earlier in the meeting. The Board will vote by secret ballot and the winner’s name will be forwarded onto the ESD. BJ will find out if that window can be extended until the May board meeting.

**Superintendent Evaluation Process Report:**

Laura and Donnie reviewed the superintendent evaluation document and process together. On Sat. March 4<sup>th</sup>, Greg McKenzie from OSBA went over the new format developed by OSBA and AASA. It was suggested that the Board adopt the 360 degree process and the document developed by OSBA. Laura will set up a meeting with BJ and bring back a workable document for the Board and will set up a timeline for developing goals (summer was suggested), setting the criteria for evaluation, and then adopting the new format and process.

**INFORMATION ONLY**

**Enrollment:**

FTE enrollment was 2378.5 with the actual student count at 2470 as of 02/09/06. The projected FTE is up 86 students from the September projection.

**Day Field Trip Requests:**

A list of requested field trips was on the agenda-explanation and the Board received an itinerary for the requested overnight field trip for the Forestry class to attend the annual Fire School. It was noted by Board members how nice it was to see the itinerary of what was planned.

**Gifts:**

Gifts/Donations to the District were received from Linda Chase (Rock Salt to the SHS Science Department) and Wesley Smith (Computer Equipment to SHS).

**Upcoming Meetings:**

On April 20, 2006 the Board will meet at 5:30 p.m. for a Work Session to receive a presentation on the Stayton High School Foreign Language Curriculum. At 7:00 p.m. the Regular Session of the Board will begin. Both meetings are to be held at the District Office site.

**BOARD REPORTS**

It was reported that some of the Board members had the opportunity to hear the Jazz Band in their most recent competition. They came in 3<sup>rd</sup> and did an outstanding job.

Laura Wipper wondered if anyone in the District was collecting coats for students in need. It was noted that each school has a portion of \$11,000 in the needy child fund to use for things like warm clothing, shoes, etc. for students who don’t have what they need. Each school counselor and/or principal has access to the funds. There are also various

groups throughout the community that collect clothing and coats for the needy throughout the year.

**RECESS TO EXECUTIVE SESSION**

The Board convened in Executive Session under ORS 192.660 (2)—Labor Negotiations, ORS 332.061 (2)—Hearing to Expel a Minor Child, and ORS 192.660 (2)(e)—Real Property Transactions at 9:00 p.m.

**RECONVENE REGULAR SESSION**

The Board reconvened the Regular Session at 9:30 p.m.

**ACTION**

**Real Property Transactions:**

**MOTION: David Kinney made a motion for the Board to authorize the Superintendent to contact Jack Darley for the potential purchase of property and to share appraisal information with him. It was seconded by Dick Morley and passed 5-1 with Laura Wipper opposed.**

**Hearing to Expel a Minor Child—Appeal of Hearing Officer’s Decision:**

**MOTION: Tracy Stoutenburg made a motion to deny the appeal of the Hearing Officer’s decision in regards to a recent expulsion hearing. It was seconded by Laura Wipper and passed unanimously 6-0.**

**ADJOURN**

The meeting adjourned at 9:50 p.m.

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**BJ Hollensteiner, Superintendent**

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**Tracy Stoutenburg, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION  
MINUTES**

**Saturday, March 25, 2006**

The North Santiam School District's Board of Directors met in a Special Session on Saturday, March 25, 2006 at the District Office located at 1155 North Third Avenue in Stayton.

**SPECIAL SESSION**

**CALL TO ORDER**

The meeting was called to order at 8:17 a.m. Board members in attendance were Dick Morley, Tim McCollister, Tracy Stoutenburg, David Kinney, and Donald Blades. Doug Denson and Laura Wipper were absent.

Others in attendance included: Superintendent—BJ Hollensteiner, Business Manager—Doug Middlestetter, Secretary—Mary Richards, Administrators—Charlotte Klampe, Randy LaFollett, Andrew Gardner, and Michael Ann McIlvenny, District Nurse—Denise Cardineli, and OSBA Facilitator—Greg McKenzie.

**RESIGNATION OF THE SUPERINTENDENT**

BJ Hollensteiner gave the Board her written resignation effective June 30, 2006.

**PROCESS FOR SUPERINTENDENT SEARCH**

Greg McKenzie talked with the Board about the process and basic timelines for a superintendent search. Most boards try to search for a superintendent between January and March, when the pool of those interested is at its highest. Searches this time of year, between March and July usually have about half the pool of prospective superintendents to choose from.

**Search Options**

- **Full Search Now, Hire by July 1<sup>st</sup>**
- **Interim Search Now, Hire by July 1<sup>st</sup>, Implement Permanent Search in January and Hire by July 1<sup>st</sup> 2007.**
- **Open Application Process, Review Applicants & Hire Now or Hire Interim (based on candidate pool).**

There are several organizations that can help with a superintendent search. OSBA can provide these services for about \$10,000 (\$5,000 for the search process and \$5,000 for printing services, interview costs, travel and accommodation costs for out of state applicants, etc.)

The OSBA process allows for engaging the community in the process of hiring a new superintendent. If the process starts in January, the community can take part 5-6 times. This would also be a good time to incorporate information regarding the bond into the conversation with the community. OSBA handles all the application process between January and February and keeps information confidential until the hiring process is completed. After the application deadline has closed, a screening process is done usually with the help of a citizen's task force in March. The first set of interviews begins in March, with the second set completed by the end of April. Hiring would be in May with a transfer between the interim and the new superintendent as soon as possible or by July 1<sup>st</sup> of 2007. Most superintendents stay in their positions for 3-5 years and then move on to another position. Superintendent BJ Hollensteiner was with the District for 10 years.

### **Summary of Timeline**

- Hire Interim by July 1<sup>st</sup> 2006
- September to November: Engage the Community
- December to February: Application Process
- March: Screening of Applicants
- March to April: Interviews
- May: Hire/Sign Contract
- July: Contract Year Begins

Most interim superintendents are retired, but want to stay involved with education. If they are retired and on PERS, they have 1039 hours per year that they can work. If they haven't worked in 2005-06, they could work 1039 hours between July and December and then an additional 1039 hours between January and June. It takes about 6 weeks to 2 months to do an interim search. OSBA would find 5-6 prospective people and then the Board could review their experience and make a decision.

Greg McKenzie gave the Board printed information in a folder regarding the OSBA superintendent search process. He also noted that other companies are out there and available to help with this type of a search and offered additional information to the Board. The Board wanted to begin the superintendent search as soon as possible and discussed retaining OSBA to facilitate the search.

**MOTION:** David Kinney made a motion for the Board to retain OSBA to help facilitate the search for a new NSSD Superintendent. It was seconded by Dick Morley and passed unanimously 5-0.

A public meeting to gather input on the superintendent qualifications was set up for April 5<sup>th</sup> at 7:00 p.m. at Stayton High School Auditorium. A Special Session for the Board will follow to discuss and adopt the posting of the vacancy and the adoption of the qualifications of the superintendent.

**MOTION:** David Kinney made a motion for the Board to accept the resignation of Superintendent, BJ Hollensteiner effective June 30, 2006. It was seconded by Tim McCollister and passed unanimously 5-0.

The superintendent will get a press release out regarding the public meeting and her resignation.

**HANDOUTS**

The Board was given several handouts at the meeting to review when they had time.

These included:

- Additional updates regarding the survey done in early March by Moore Information regarding the bond,
- A Second Revision of the Wellness Policy,
- The WESD Board Candidate Forum Agenda, and
- A Draft Bond Calendar.

**ADJOURN**

The meeting adjourned at approximately 10:30 a.m.

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**BJ Hollensteiner, Superintendent**

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**Tracy Stoutenburg, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
PUBLIC MEETING  
SPECIAL SESSION**

**MINUTES  
April 5, 2006**

A public meeting was held on April 5, 2006 at 7:00 p.m. with a Special Session for the North Santiam School District’s Board of Directors to follow. Both meetings were held in the Stayton High School Auditorium located at 757 West Locust Street in Stayton.

**PUBLIC MEETING**

Purpose of Public Meeting: To hear public input and comment about the qualifications and characteristics for the next Superintendent for the North Santiam School District and to assist the Board in the development of the selection process.

About 30 people attended the public meeting, which consisted mostly of NSSD staff and their spouses. Board members in attendance were Dick Morley, Tim McCollister, Doug Denson, Laura Wipper, and David Kinney. Greg McKenzie facilitated the meeting and Board Secretary—Mary Richards took notes.

Greg McKenzie explained to those in attendance that the Board must give the public a chance to comment on the superintendent qualifications. He used a flip chart to take down qualities recommended by the audience. A draft of qualifications that was based on NSSD policy CBA—Qualifications and Duties of the Superintendent was passed out to those in attendance.

Timelines for a search will include the application process, interviews, reference checks, site visitations, community meet and greet sessions, and the final determination. The Board has three options:

- Open Search for Full Superintendent Now (smaller pool of applicants)
- Open Search for Interim and do Full Search starting in December/January (larger pool of applicants)
- Short List Without Open Application Process (more help from OSBA in quick selection process)

There will be slightly different qualifications for the interim superintendent and the final superintendent. NSSD is attractive because it is a beautiful area near Salem and it is poised to grow, when many districts are facing a downturn in enrollment. Bringing three communities together and unifying them into one school district has been an arduous task and will continue to be for the next superintendent.

**Interim Superintendent-Now**

Experience and Focus on Bond Passage  
Experience with Negotiations, Personnel  
Gives Time for Full Search Process  
Larger Pool of Applicants for Dec/Jan  
May Not Have “Buy-In”

**Full Superintendent-Now**

On Board Sooner—Stability  
Additional Support Personnel Optional  
More “Buy-In”  
Smaller Pool of Applicants  
Experience Level May Be Lower

Those in attendance came up with two additional qualifications under experience and education, three under communication skills, six under leadership, two under management skills, four under personal and professional characteristics, and four under additional qualifications. These included:

- **Prior experience as a teacher/principal preferred at all levels K-12**
- **Prior administrative experience as a principal**
- **Approachable; Visible to staff, students, and community**
- **Communicates effectively with all stakeholders**
- **Communicates and takes interest in legislative processes**
- **Open, honest, and supportive to all levels of staff**
- **Unify district's communities**
- **Provides visionary leadership with long and short term goals**
- **Manages complex change**
- **Advocates specialized educational needs for students at risk to graduate**
- **Ability to lead the District in effective business decisions**
- **Knowledge of state and federal laws, grant writing, and funding resources**
- **Recognizes all parts of the organization as valuable**
- **Energetic, charismatic personality who is a good motivational speaker**
- **Proactive and effective communication skills**
- **High level of accountability**
- **Respects the community**
- **Risk taker, thinks outside the box**
- **Involved in community activities, making himself/herself known to the community**
- **Ability to promote the vision of a unified consolidated district**
- **Experience with a successful bond passage with the ability to motivate and pull talent from the community**
- **Willing to collaborate and promote education with both the public and private school sectors**

### **SPECIAL SESSION**

#### **CALL TO ORDER**

There were no additions to those board members listed above at the Special Session.

#### **ADOPTION OF THE QUALIFICATIONS FOR SUPERINTENDENT**

The recommendations during the public meeting will be added to the draft proposed qualifications list that was passed out. Board Secretary—Mary Richards will use highlights and double underlines to show how these suggestions were integrated into the current draft and will mail it out to members of the Board as soon as possible.

The adoption of these qualifications will take place after a final review and discussion at the Regular Session on April 20<sup>th</sup>. The meeting time and place has been changed to 5:30 p.m. at the Stayton High School Library.

There was not a consensus as to which option the Board wanted to go with for the superintendent search. Further discussion will take place at the April 20<sup>th</sup> meeting. The agenda will include the following:

**Review of the Search Calendar**

**Review of the Revised Qualifications (Public Input Additions)**

**Adoption of the Qualifications**

**Executive Session**

**Adoption of Superintendent Search Process**

**Adoption of Search Calendar**

Greg also gave the Board a draft of the vacancy notice to review. The Board felt it looked good except for a few clerical errors, which will be fixed before distribution. The Board will receive a copy within the next two or three days.

MOTION: Doug Denson made a motion for the Board to adopt the OSBA Notice of Vacancy announcing the superintendent candidacy for NSSD as presented with the date to assume the position changed to July 1, 2006. It was seconded by Laura Wipper and passed unanimously 5-0.

**ADJOURN**

The meeting adjourned at approximately 9:00 p.m.

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**BJ Hollensteiner, Superintendent**

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**Tracy Stoutenburg, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION/EXECUTIVE SESSIONS**

**MINUTES  
April 20, 2006**

The Regular Session for the North Santiam School District's Board of Directors was held on April 20, 2006 beginning at 5:30 p.m. Two Executive Sessions were also held under ORS 192.660 (2), (a)—To Consider the Employment of a Public Officer, Employee, or Staff Member and under ORS 192.660 (2), (d)—Labor Negotiator Consultations. All sessions were held at Stayton High School, located at 757 W. Locust Street in Stayton.

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Board members in attendance were: Dick Morley, Tim McCollister, Doug Denson, Laura Wipper, David Kinney, and Donald Blades. Also in attendance were Superintendent—B.J. Hollensteiner, Secretary—Mary Richards, Business Manager—Doug Middlestetter, OSBA Representative—Greg McKenzie, and Principals—Charlotte Klampe, Randy LaFollett, and Andy Gardner.

**SUPERINTENDENT SEARCH**

**Review of Revised Superintendent Qualifications:**

A copy of the revised superintendent qualifications list was given to the Board and those in attendance to review. The double underlined sections are the suggestions from the public meeting, which were then integrated into the draft document. Greg McKinsey made some additional minor wording changes that are highlighted in gray.

Comments were very positive about the combined list. One change was suggested regarding the degree needed under *Experience and Education*. The wording "or higher" was added to the second line of that section because it was noted that it is possible a candidate could have a masters degree in another area besides education and have a higher doctorate degree in education.

**MOTION: David Kinney made a motion for the Board to adopt the modified list of superintendent qualifications to be used in the superintendent search process. It was seconded by Doug Denson and passed unanimously 6-0.**

## **RECESS TO EXECUTIVE SESSION**

The Board recessed the Regular Session and went into Executive Session at 6:15 p.m. under ORS 192.660 (2), (a)—To Consider the Employment of a Public Officer, Employee. The discussion included the search processes available, possible interest in the position of superintendent, and the search calendar.

A representative from the Stayton Mail, Sheldon Traylor, was reminded that the discussion was confidential and that he should refrain from reporting anything talked about in Executive Session.

## **RECONVENE REGULAR SESSION**

The Board reconvened the Regular Session at 6:42 p.m. David Kinney had to leave because of other obligations and was excused.

### **SUPERINTENDENT SEARCH ACTION**

#### **Adoption of Superintendent Search Process:**

The Board has three options to choose from for the search for a new superintendent, based on information they received during the Executive Session. These included:

- #1 Hire an interim superintendent for one year and do a full permanent search for a new superintendent between January and March of 2007;
- #2 Set up a full permanent search; or
- #3 Set up an accelerated full permanent search with a hire before July 1<sup>st</sup>.

The accelerated full permanent search seemed to be the best option as long as there would be several opportunities for community and staff input into the process. Mr. McKenzie noted that this could happen with the screening process as well as with a “meet and greet” opportunity for the staff and the community.

**DIRECTION: The Board unanimously agreed that #3 was the option they wanted to pursue and asked that OSBA Representative—Greg McKenzie go forward with that process.**

#### **Adoption of Search Calendar:**

A draft calendar was given to the Board to review. The dates presented by Greg McKenzie were put together based on the activities that need to take place in order for the new superintendent to officially be announced to the public by the June 15<sup>th</sup> Regular Session. Several scenarios were discussed as possible problems with the calendar if the District chooses a current superintendent of another district (contractual obligations, length of notice needed by the other district, etc.).

All board members agreed they should plan to be involved in every activity listed on the calendar. Meetings will be held at night or on weekends. However, whoever goes for site visitations and does reference checks will have to do these on a weekday during the morning or afternoon.

**MOTION: Doug Denson made a motion for the Board to approve the search calendar as presented. It was seconded by Donald Blades and passed unanimously 5-0.**

**Superintendent Search Budget: Resolution #04202006-A**

Greg McKenzie talked about the budget for the superintendent search. The base price determined by the enrollment will be \$5,400. No money will be spent on brochures, however an additional \$2,600 needs to be allocated for things like transportation, food, and lodging for the visitations, interviews and site visits. The money for this would come out of contingency and be transferred to the board fund.

**MOTION: Donald Blades made a motion for the Board to approve the transfer of \$8,000 from the contingency fund to the board fund to be used as the budget for the superintendent search. It was seconded by Tim McCollister and passed unanimously 5-0.**

**Screening Committee:**

The Board agreed that a Screening Committee for the review of applications for the superintendent position was needed. To help get input from a cross section of staff and community the following make up of the committee was discussed:

- 7 Board Members
- 1 Classified Union Representative
- 1 Certified Union Representative
- 1 Administrative Team Representative
- 2 Community At-Large Representatives
- 5 Building Representatives

All members of the Screening Committee will need to be available on May 9<sup>th</sup> to go through an orientation on the screen process. May 10<sup>th</sup>–12<sup>th</sup> is scheduled for independent review of the applications.

**MOTION: Donald Blades made a motion for the Board to direct the Superintendent to oversee the set up of a committee for the purpose of screening applications for the superintendent position. It was seconded by Laura Wipper and passed unanimously 5-0.**

The Superintendent asked that board members and administrators get their recommendations for the community at-large positions back to her within 24 hours.

## COMMUNICATION

**Board Reports:** Dick Morley reported on the OSBA Regional meeting held at the WESD on April 13<sup>th</sup>. They used a different approach to working with those attending that was more to gather information instead of a presentation on a topic.

**Principals/Supervisors:** Randy LaFollett reminded the Board about the Excellence in Education Awards that will be held on May 10<sup>th</sup> at the Stayton Community Center at 6:30 p.m. There will be a dessert served and Peter Courtney will be the speaker.

**Personnel:** Dorothy Loftin, a PE/Health teacher, turned in her resignation and it was added to the consent agenda.

**Business Manager:** Doug Middlestetter gave a written report to the Board.

**Special Programs:** Michael Ann McIlvenny talked to the Board about Special Programs and the committee she is working with for K-3 reading. They plan to move forward with grades 4-5 next year and hope to continue to bring on board the 6-8 and then the 9-12 grade levels in the near future. She handed out informational packets to the Board about the program.

**NSEA:** Mark Miller, the president of NSEA, stated that he and the members of the union appreciated the opportunity to be a part of the search for the new superintendent.

## CONSENT AGENDA

**MOTION: Dick Morley made a motion for the Board to approve Consent Agenda items 7.1, 7.2, 7.3, and 7.4 (including the board minutes from March 16, 2006, March 25, 2006, and April 5, 2006; the adoption of the Local Wellness Program policy—EFA ; the adoption of the 2006-07 School Calendar; the acceptance of resignation from Dorothy Loftin and the approval of a Leave of Absence for Rebecca Evans). It was seconded by Tim McCollister and passed unanimously 5-0.**

## ADDED AGENDA ITEMS

10.1a, Revision to the Budget Calendar was added to the agenda.

## OLD BUSINESS

### ACTION

**WESD Board Election:** Dave Kinney attended the ESD Board Member Candidate forum on April 12<sup>th</sup> and reported on the candidates who attended. All of the candidates had ties to education. He recommended Jack Stoops who has been the Superintendent for Central School District and has worked in three K-12 districts. Resolution #042006 will record the vote of the Board and will be sent to the WESD before May 5<sup>th</sup>.

**MOTION: Dick Morley made a motion for the Board to approve Resolution #042006 with the submission of a vote for Jack Stoops as the NSSD Board choice for the open WESD Board position. It was seconded by Tim McCollister and passed unanimously 5-0.**

**Revision to Budget Calendar:** The budget calendar for the 2006-07 Budget was revised and presented in the board packet. It changed the first meeting to the 11<sup>th</sup> of May, with the 5<sup>th</sup> of May set as a Special Session to appoint new members to the Budget Committee.

**REPORTS/DISCUSSION**

**Facilities Plan:** Tom Hogstad prepared updates to the Long Range Facilities Master Plan. He evaluated the current bond configuration and updated it to reflect today’s costs and updated a separate bond configuration to address the survey results. The plan will be brought back to the Board for adoption in July.

**Superintendent Evaluation Document Update:** Laura Wipper and Donnie Blades have been working on the Superintendent Evaluation document and had planned to present a timeline for goals, criteria, adoption of the format and process, and public input. With the change over of the superintendent position, this process has been tabled until after the hiring process has been completed in June so that the new superintendent can be a part of the process. OSBA will work with board members on this process.

**Capital Credits Update:** An update of the Capital Credits from Stayton Telephone was included in the board packet. SES plans to use some of its credits to purchase an “All Call” system for their building.

**INFORMATION ONLY**

**Enrollment:** As of the first week in April the FTE Enrollment was at 2361, up 68.5 compared to the September Projection and actual student count was at 2444.

**Field Trips:** A complete list of field trip requests was enclosed in the board packet.

**Gifts:** The Board has sent out thank you notes to the following for their gifts or donations to the District:

Nike, Inc.	30 laptops/10 monitors	Sublimity Schools
MaryAnn Lyons	Computer System	Stayton High School
Weyerhaeuser	11 Dell Computer Systems	District

**Upcoming Meetings and Events:** A list of upcoming events was included in the agenda-explanation.

**Sublimity Playground Equipment:** Principal, Andrew Gardner, gave an update to the Board on what is happening with the plans for playground equipment for Sublimity Schools. The PTC is hoping to raise the money needed to install the playground by the fall of 2006. One of their biggest fundraisers is the PTC Auction to be held on Saturday May 20<sup>th</sup>. The Board was encouraged to attend.

**Revised Board Calendar:** A revised calendar was posted and enclosed in the board packet. Work Sessions will be held prior to all Regular Sessions that are held at the district office site. Discussion items will include updates on current and new programs, assessment, or student progress.

**RECESS TO EXECUTIVE SESSION**

**Under ORS 192.660 (2), (d)—Labor Negotiator Consultations:** The Board was given an update of the current labor negotiations with OSEA and NSEA.

**RECONVENE REGULAR SESSION**

**ADJOURN**

The meeting was adjourned at approximately 10:00 p.m.

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B.J. Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION**

**MINUTES  
May 4, 2006**

The North Santiam School District's Board of Directors met in a Special Session on May 4, 2006 at 7:00 p.m. at the District Office located at 1155 North Third Avenue in Stayton.

**SPECIAL SESSION**

**CALL TO ORDER**

Those present included board members: Laura Wipper, Tracy Stoutenburg, Tim McCollister, Donald Blades, Business Manager—Doug Middlestetter, and Assistant Business Manager—Lorna Schwanke. Doug Denson, Dick Morley, and David Kinney were absent.

**APPOINTMENT OF BUDGET COMMITTEE MEMBERS**

Doug Middlestetter introduced three candidates for the open positions on the Budget Committee: Wendie Bradley and Gina Chandler were in attendance, and Jan Fiedler was interested in the position but could not attend the Special Session.

**MOTION: Tim McCollister made a motion for the Board to appoint the above mentioned parties (Wendie Bradley, Gina Chandler, and Jan Fiedler) as NSSD Budget Committee members for a three-year term beginning in May of 2006 for the 2006-07 fiscal year (budget). It was seconded by Donald Blades and passed unanimously 4-0.**

Doug Middlestetter notified the Board that the original public notice, published in the Stayton Mail, had an incorrect date (which has been corrected). The notice should have had May 25<sup>th</sup> listed as the date for Budget Meeting #2, instead of May 18th. The original postings, put up in post offices and throughout school buildings, were correct.

**ADJOURN**

The meeting adjourned at 7:20 p.m.

**ORIENTATION**

An orientation session for new committee members was held after the meeting.

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B.J. Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE/SPECIAL SESSION**

**MINUTES  
MAY 9, 2006**

The North Santiam School District's Board of Directors met in an Executive Session under *ORS 192.660 (2), (a)—To Consider the Employment of a Public Officer, Employee, or Staff Member*. The meeting was called to order at 6:00 p.m. followed by a Special Session called to order at 7:00 p.m. Both sessions were held on Monday May 9, 2006 at Stayton High School located at 757 West Locust Street in Stayton.

**EXECUTIVE SESSION**

**CALL TO ORDER**

Board members in attendance included: Dick Morley, Tim McCollister, Doug Denson, Laura Wipper, David Kinney, and Donald Blades along with OSBA Facilitator—Greg McKenzie and Board Secretary—Mary Richards; Tracy Stoutenburg was absent.

Screening Committee members present included: John Gest, Shannon Sheppard, John Kendall, Wendie Bradley, Mark Miller, Gary Rychard, Paula Baker, Don Eubanks, and Robert Abdou.

**SUPERINTENDENT SEARCH**

Greg McKenzie reviewed with the Board and the Screening Committee their duties in the superintendent search and had each member sign a confidentiality agreement regarding the files and candidates who applied for the NSSD Superintendent position.

Those who will be screening were given a file with enclosed information about how to score, scoring sheets, etc. The process for the review of the files will begin on May 10<sup>th</sup> and should be completed by May 12<sup>th</sup>. The District Office will have the files and screening committee and board members can access them through Mary Richards or Teri Butler, using room "C" to review. The room is available from 8-4:30 each day and then from 5:00-7:00 each night. The DO will be open on Saturday from 8-12 if needed to complete the screening process.

**RECESS TO SPECIAL SESSION**

David Kinney had to leave after the Executive Session.

**ACTION**

**MOTION: David Kinney made a motion for the Board to authorize staff who are on the screening committee to be able to "screen" candidate files during their work hours (from May 10 to May 12, 2006). It was seconded by Donnie Blades and passed unanimously 5-0.**

**ADJOURN**

The meeting was adjourned at 7:45 p.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Board Chair

# **NORTH SANTIAM SCHOOL DISTRICT 29J EXECUTIVE SESSION/REGULAR SESSION**

## **MINUTES May 18, 2006**

An Executive Session for the North Santiam School District's Board of Directors was held on May 18, 2006 at 6:00 p.m. under ORS 192.660, (2), (a)—Employment of a Public Officer. The Regular Session began at 7:30 p.m. with an Executive Session under ORS 192.660 (2), (d)—Labor Negotiator Consultations and ORS 192.660 (2), (f)—Exempt Public Record immediately following. All meetings were held in the Stayton High School library located at 757 W. Locust Street in Stayton.

### **EXECUTIVE SESSION**

#### **CALL TO ORDER**

The meeting was called to order at 6:00 p.m. Those present included: Dick Morley, Tim McCollister, Doug Denson, Tracy Stoutenburg, Laura Wipper, David Kinney, Donald Blades, and Board Secretary—Mary Richards. OSBA Facilitator—Greg McKenzie, Seven members of the Screening Committee, and a reporter from the Stayton Mail were also in attendance.

#### **EMPLOYMENT OF A PUBLIC OFFICER: ORS 192.660 (2), (a)**

The Board and Screening Committee reviewed their notes on the files of those candidates who applied for the job of NSSD Superintendent. It was the consensus of the Board to interview between 5-7 candidates on the 26<sup>th</sup> and 27<sup>th</sup> of May. Each Board member chose a subject to cover and was to get questions for the interviews back to Mary Richards by Tuesday May 23<sup>rd</sup> so that they could be typed and ready for review. The Board will reconvene on May 25<sup>th</sup> to finalize questions for the interviews.

### **RECESS TO REGULAR SESSION**

#### **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

The Regular Session was called to order at 7:30 p.m. Those present included: Dick Morley, Tim McCollister, Doug Denson, Tracy Stoutenburg, Laura Wipper, David Kinney, Donald Blades, B.J. Hollensteiner—Superintendent, Doug Middlestetter—Business Manager, Mary Richards—Board Secretary and several administrative and staff members.

#### **SPOTLIGHT**

**Stayton High School:** Seniors Toni and Karissa Fuller talked about AP courses available for students at Stayton High School. There were 31 students enrolled in AP courses during semester one and 25 enrolled during semester two this year. There are 35 courses available in 20 subject areas. Courses are available through the University of Oregon and Oregon State and allow high school students to obtain college credit once they finish the

course at the high school. Students must take a final test and pass to receive college credits (12-20 credits based on score). College Credit Now business classes are also available for credit in the 2+2 program through Chemeketa Community College. Next year SHS is looking to add AP World History, AP Economics and Government and AP Science.

### **COMMUNICATION**

**Board Reports:** David Kinney mentioned that the Educator Awards went really well and that in the past several of the board members were involved in helping put the awards night together. Those members are no longer on the Board, however he would like to see someone step up and take their places. He volunteered to help next year and hoped that others would consider it also.

**Superintendent:** New standard operating procedures (SOPs) are being written for the restructured Capital Conference. Although there are challenges to the new OSAA classification system, Capital Conference Superintendents and their staffs will continue to get ready for the change.

**Principals/Supervisors:** Charlotte Klampe invited board members to the Senior Awards to be held on May 25<sup>th</sup> at 9:00 at the high school and Senior Graduation Ceremonies to be held on June 2<sup>nd</sup> at 7:00 p.m. at the Salem Armory. A written building report was given to the Board by Andy Gardner (SUB) and Marlene Fox (SES).

**Business Manager:** A written report was given to the Board in the board packet.

**Food Service:** A written report was handed out to the Board at the meeting.

**NSEA:** Mark Miller thanked the Board for including the unions in the Superintendent Search process.

**OSEA:** Gary Rychard also thanked the Board for OSEA and reminded them about the bargaining meeting set for May 24<sup>th</sup> and June 7<sup>th</sup>.

### **CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve consent agenda items 7.1, 7.2, and 7.3, including the minutes from the April 20, 2006—Regular & Executive Session and the May 4, 2006—Special Session; The approval of the temporary hire of Ramie Moody; The acceptance of the resignation of Becky Laxton; And the approval of the revised 2005-08 Technology Plan. It was seconded by Donald Blades and passed unanimously 7-0.**

### **NEW BUSINESS**

#### **REPORT/DISCUSSION**

**Federal Programs:** Beth Brown and Dawn Baker provided a short written update on federal program grants. It is included in the board packet. They plan to report more information back to the Board as soon as they have some comparable data. They are looking at June or July to make a presentation. ELL will have more staff next year because of the ODE monitoring increase.

**OLD BUSINESS**  
**REPORTS/DISCUSSION**

Population Study: B.J. handed out information to the Board she received from Mr. Rynerson so that they could review it and discuss it at the next Regular Session in June. The report shows population numbers for each district school.

**INFORMATION ONLY**

**Enrollment:** As of May 10, 2006 FTE enrollment was at 2336, 43.5 above the projected September FTE. Actual student count was at 2417.

**Field Trips:** A list of requested field trips since the last Regular Session was included in the board packet.

**Gifts:** A list of gifts/donations to the District was in the board packet. Thank you letters were sent out.

**Upcoming Meetings:** A list of upcoming meetings between May 24-June 15, 2006 was listed on the agenda explanation included with the board packet.

**RECESS TO EXECUTIVE SESSION**

**LABOR NEGOTIATOR CONSULTATIONS: ORS 192.660 (2), (d)**

The Board discussed bargaining and the latest offers from both unions.

**EXEMPT PUBLIC RECORD: ORS 192.660 (2), (f)**

The Board reviewed information provided by Kevin Shuba regarding the first right of refusal on property.

**RETURN TO REGULAR SESSION**

**ADJOURN**

The meeting adjourned at 9:00 p.m.

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BJ Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION: 6:30 PM**

**MINUTES  
MAY 25, 2006  
DISTRICT OFFICE—MEETING ROOM A**

The North Santiam School District's Board of Directors met in an Executive Session under *ORS 192.660 (2), (a)—To Consider the Employment of a Public Officer, Employee, or Staff Member* at 6:30 p.m. on May 25, 2006. The meeting was held at the NSSD District Office in Meeting Room A located at 1155 North Third Avenue in Stayton.

**EXECUTIVE SESSION**

**CALL TO ORDER**

Those in attendance included: Dick Morley, Tim McCollister, Doug Denson, Tracy Stoutenburg, Laura Wipper, David Kinney, Donald Blades, and Secretary-Mary Richards.

**SUPERINTENDENT SEARCH**

The Board met to finalize questions for superintendent interviews to be held on May 27<sup>th</sup> and 28<sup>th</sup>.

**RECESS**

The Board recessed the Executive Session at 7:00 p.m. until May 26, 2006 at 5:00 p.m.

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B.J. Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Chair

*NSSD IS AN EQUAL OPPORTUNITY EMPLOYER*

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION: 5:00 PM**

**MINUTES  
MAY 26, 2006  
STAYTON HIGH SCHOOL LIBRARY**

The North Santiam School District's Board of Directors met in an Executive Session under *ORS 192.660 (2), (a)—To Consider the Employment of a Public Officer, Employee, or Staff Member* at 5:00 p.m. on May 26, 2006. The meeting was held at Stayton High School located at 757 W. Locust Street in Stayton.

**EXECUTIVE SESSION**

**CALL TO ORDER**

Those in attendance included: Dick Morley, Tracy Stoutenburg, Laura Wipper, Doug Denson, Tim McCollister, David Kinney, Donald Blades, and Secretary—Mary Richards.

Also in attendance were Screening Committee members: Wendie Bradley, Mark Miller, John Gest, John Kendall, and Charlotte Klampe.

**SUPERINTENDENT SEARCH**

The Board met to begin interviews for the superintendent position. Each interview was scheduled to last approximately 1 hour.

**RECESS**

The Board recessed the Executive Session at approximately 9:30 p.m. and planned to reconvene on May 27, 2006 at 9:15 a.m.

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B.J. Hollensteiner, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION**

**MINUTES  
JUNE 6, 2006**

The North Santiam School District's Board of Directors reconvened in an Executive Session under *ORS 192.660 (2), (a)—To Consider the Employment of a Public Officer, Employee, or Staff Member* at 6:30 p.m. on June 6, 2006. The meeting was held at Stayton High School located at 757 W. Locust Street in Stayton.

**EXECUTIVE SESSION**

**CALL TO ORDER**

Board members in attendance included: Dick Morley, Tim McCollister, Doug Denson, Laura Wipper, David Kinney, Tracy Stoutenburg and Donald Blades along with OSBA Facilitator—Greg McKenzie, Board Secretary—Mary Richards, and Newspaper Reporter—Sheldon Traver.

**SUPERINTENDENT SEARCH**

The characteristics, experience, and interviews of the finalists were discussed. The consensus of the board was to narrow down the finalists to two candidates; Jack Adams and Craig Brewington. Contact will be made by Greg McKenzie and these two finalists will be asked to return for a "meet and greet" with staff on June 9<sup>th</sup>.

**ADJOURN**

The Board adjourned at 8:00 p.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J  
EXECUTIVE SESSION**

**MINUTES  
JUNE 10, 2006**

The North Santiam School District's Board of Directors met in an Executive Session under *ORS 192.660 (2), (a)—To Consider the Employment of a Public Officer, Employee, or Staff Member* at 8:00 a.m. on June 10, 2006. The meeting was held at the District Office located at 1155 North Third Avenue in Stayton.

**EXECUTIVE SESSION**

**CALL TO ORDER**

Board members present included: Dick Morley, Tracy Stoutenburg, Tim McCollister, David Kinney, Donald Blades, Laura Wipper, Doug Denson, OSBA Facilitator—Greg McKenzie, and Board Secretary—Mary Richards.

**SUPERINTENDENT SEARCH**

The purpose of this session was to review the meet and greet comments from staff and talk about the observations of board members during the informal breakfast meeting.

The Board unanimously agreed to offer the superintendent position to Dr. Jack Adams. Dick Morley, David Kinney, and Tracy Stoutenburg planned to meet with Dr. Adams later in the morning to discuss salary, insurance, and contract language. Once completed, a final draft will be sent to the district's attorney, Bruce Zager, for final review and approval. The Board plans to formally hire Dr. Jack Adams as the new Superintendent of North Santiam School District on June 15<sup>th</sup> during the regular session.

**ADJOURN**

The meeting adjourned at 8:45 a.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J  
BUDGET HEARING/REGULAR SESSION/EXECUTIVE SESSION**

**MINUTES  
June 15, 2006**

The North Santiam School District's Board of Directors met for a Budget Hearing at 7:00 p.m. with the Regular Session beginning at 7:30 p.m. on June 15, 2006. An Executive Sessions under ORS 192.660 (2) (a)—Employment of a Public Officer and ORS 192.660 (2) (d)—Labor Negotiator Consultations was held intermittently during the Regular Session. All Sessions were held in the Stayton Elementary School library, located at 875 North Third Avenue in Stayton.

**BUDGET HEARING**

**CALL TO ORDER**

Those present included: Dick Morley, Tim McCollister, Doug Denson, Laura Wipper, David Kinney, Donald Blades, Superintendent—B.J. Hollensteiner, Business Manager—Doug Middlestetter, and Board Secretary—Mary Richards. Tracy Stoutenburg was absent.

**2006-07 BUDGET HEARING**

**Review of Resolutions #061506A, #061506B, and #061506C:**

There were no budget adjustments so Doug Middlestetter gave the Board a handout and went over the budget resolutions.

**Public Participation Regarding Proposed Budget:**

There was no comment from the members of the public that attended the Budget Hearing.

**ADJOURN BUDGET HEARING**

The hearing adjourned at 7:10 p.m.

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

All those in attendance at the Budget Hearing were present. Tracy Stoutenburg was reached by phone at 7:40 p.m. and was put on "speaker phone" and counted as present.

**SPOTLIGHT**

**Population Study:** Charles Rynerson from Portland State University attended the meeting to review and answer questions regarding the population study received by the Board at the May meeting. There were no surprises in the study; the student population of the district is expected grow between 1.3 and 1.5 percent per year between 2000 and 2020.

**Board Presentation to Superintendent:** Dick Morley presented a watch to B.J. Hollensteiner from the Board and wished her well in her new position in North Bend.

**RECESS TO EXECUTIVE SESSION**

**ORS 192.660 (2) (a)—Employment of a Public Officer:** The Board received information regarding the candidate chosen by the interview team to fill the Stayton Elementary Principal position.

**RETURN TO REGULAR SESSION**

**COMMUNICATION**

**Principals/Supervisors:** Andy Gardner gave the Board a written report from Sublimity Schools.

**Personnel:** B.J. Hollensteiner noted that three letters of understanding were to be added as 6.3 of the consent agenda. These were all regarding teachers getting paid for using their prep time as class time.

**Special Programs:** Michael Ann McIlvenny reported that Special Services has two new hires.

**Food Service:** Toni Silbernagel gave the Board a written report.

**NSEA:** Mark Miller talked expressed his thanks for the monthly breakfast meetings that were held with the superintendent and Board Chair. He hoped to continue these monthly meetings with the new superintendent.

**OSEA:** Gary Rychard thanked the Board for including classified staff in the superintendent selection process.

**CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve items 6.1, 6.2 and 6.3 of the Consent Agenda (including: the approval of the minutes from the May 18, May 25, May 26, and May 27 Board Sessions; the approval of new hires: Ben Comstock, Sandra Buckholz, Janet Shryock, Rodney Weeks, Kathryn Kaczynski, Janelle Hurst, David Bolin, and Jan Fiedler; the acceptance of the resignations of Shawnee Elliott, Aimee Kirschenmann, Stephen Cole, Dorothy Loftin, Patricia Mackenzie, Laura Gill, Natalie Terry, and Paul Angove; and the approval of the Letters of Agreement between NSEA and NSSD regarding Paulie Lime, A.J. Buckholtz, and Edith Tiger). It was seconded by Doug Denson and passed unanimously 7-0.**

**NEW BUSINESS**

**ACTION**

**Open Review of Decision to Expel:** A written appeal of a hearing officer's decision to expulsion was received with the request that it be held in open session. By board policy, the Board considered the matter through written means only. Materials in the board

packet for the review included: the letter to the parent with additional information, the letter stating the Hearing Officer's decision, and a written transcript of the hearing.

**MOTION: David Kinney made a motion for the Board to uphold the decision of the Hearing Officer in the case under appeal. It was seconded by Tim McCollister and passed 5-2 with votes not to uphold by Tracy Stoutenburg and Laura Wipper.**

**Superintendent Search Results:** Jack Adams—Current Superintendent of Union/Baker ESD and former Superintendent of Colville School District in Colville, Washington was offered the position of NSSD Superintendent on June 10, 2006. He comes highly recommended by staff, community, and former board members. A tentative 3-year contract has been completed and board members were given a copy.

**MOTION: Dick Morley made a motion for the Board to officially hire Dr. Merrill (Jack) Adams for the position of Superintendent of the North Santiam School District and approve the contract as presented. It was seconded by Laura Wipper and passed unanimously 7-0.**

**Approval of New Job Position:** The draft posting for the job of Technology Coordinator was included in the board packet. This is a new job position and the technology committee drafted the job description. Andy Gardner will oversee the hiring of the coordinator.

**MOTION: Dick Morley made a motion for the Board to approve the new job position of Technology Coordinator. It was seconded by Tracy Stoutenburg and passed unanimously 7-0.**

**Surplus:** Food Service has a dishwasher at SMS that is over 20 years old that needs to be replaced. They have requested that it be declared as surplus.

**MOTION: David Kinney made a motion for the Board to declare the dishwasher at SMS as surplus. It was seconded by Dick Morley and passed unanimously 7-0.**

**Approval of the Adoption of Textbooks for the Social Studies Curriculum for grades 9-12:** The Social Studies Curriculum Committee has been working towards the adoption of K-12 textbooks for the 2006-07 school year. They have identified the textbooks for grades 9-12 and they are ready for adoption by the Board. These textbooks are listed in the handout as part of the board packet. In July the curriculum committees for both Science and Social Studies plans to have the K-8 textbooks identified and ready for Board approval.

**MOTION: Laura Wipper made a motion for the Board to approve the adoption of textbooks for the Social Studies Curriculum for grades 9-12 as presented. It was seconded by David Kinney and passed unanimously 7-0.**

**Award of Contract for High School Tennis Courts (Resolution #061506F):**

The High School tennis courts are in serious need of repair. The east courts have large cracks posing a “trip hazard”. They have been excluded from use in competitions because of their condition. Early quotes had come in at about \$50,000 to resurface only the east side. However, an additional bid came in to resurface both sides using an alternate method for less money. These repairs are part of our long-range facilities work plan. Three bids were solicited and respondents are as follows:

North Santiam Paving, Stayton	\$48,750 (East side only -2 courts)
Corp, Inc., Salem	\$37,900 (both sides -4 courts)
Atlas Track & Tennis, Salem	no response

**MOTION: Dick Morley made a motion for the Board to award the contract for crack repairs and resurfacing of the Stayton High School tennis courts as described above in the amount of \$37,900 to Corp Inc., Oregon. It was seconded by Doug Denson and passed unanimously 7-0.**

**Award of Contract for Roof Repairs (Resolution #061506E):** The flat roof on the south side of Mari-Linn School has been a problem for some time. An analysis by Dell Turner, a roof consultant, identified it as the “worst roof in the District.” A substantial amount for the repair is included in the budget for the coming year and these repairs are already a part of our long-range facilities work plan. Arrow Roofing and Sheet Metal was the lowest bid and comes with good recommendations. The three bids received were:

Columbia Roofing	\$114,750
McDonald & Wetje, Inc.	\$108,770
Arrow Roofing & Sheet Metal	\$99,600

**MOTION: Tim McCollister made a motion for the Board to award the contract for a new metal roof covering part of the Mari-Linn School as described above in the amount of \$99,600 to Arrow Roofing & Sheet Metal of Portland, Oregon. It was seconded by David Kinney and passed unanimously 7-0.**

**Transfer of Funds (Resolution #061506G):** Doug went over the transfer of funds from contingencies to various other functions as outlined in the handout for the board packet.

**MOTION: David Kinney made a motion for the Board to transfer \$277,000 of appropriations from Contingencies to Support Services and other functions and funds as presented for the 2005-2006 School Year. It was seconded by Dick Morley and passed unanimously 7-0.**

**REPORT/DISCUSSION**

**Policy Adoptions/Revision:** The Board requested that a drug free workplace policy that applied to the Board be looked into. The sample OSBA policy *B—Drug Free*

*Workplace* was included in the board packet along with a sample policy from Lincoln County School District as it applies to staff.

**MOTION: David Kinney made a motion to wave the second reading rule and adopt the Drug Free Workplace—B policy as presented. It was seconded by Dick Morley and passed unanimously 7-0.**

**OLD BUSINESS**

**ACTION**

**Approval of the 2006-07 Budget:** The Budget Committee approved the 2006-07 Budget and has sent it on to the Board for its final approval. Doug Middlestetter went over the resolutions earlier during the Budget Hearing. There was not any public comment regarding the proposed budget at the hearing.

**MOTION: Doug Denson made a motion for the Board of Directors of North Santiam School District 29J to approve Resolutions #061506A—Adopting the Budget; #061506B—Making Appropriations; and #061506C—Imposing and Categorizing Taxes-Combined. It was seconded by David Kinney and passed unanimously 7-0.**

**REPORTS/DISCUSSION**

**SCTC Credits:** Following the successful installation of a new phone messaging and voice mail system at SES with the use of Capital Credits from Stayton Telephone Company, Gary Rychard began work with Sublimity for an upgrade from electronic to digital phones and the installation of a school wide voice mail system for their staff. Capital Credits were again used, thanks to Stayton Telephone Company. The project is now near completion. A copy of the invoice and the credits used is in the board packet. This is a great benefit from our local phone company and one that has allowed the District over time to continually upgrade phones, computer lines, and video equipment.

**Federal Programs Review:** Last month the Board received a written report from Beth Brown and Dawn Baker regarding federal programs as part of the board packet. Dawn and Beth were at the meeting to go over the report and answer questions.

**INFORMATION ONLY**

**2006-07 Enrollment:** FTE Enrollment for 2006-07 is projected to be 2345 with the actual student count projected at 2429.

**Upcoming Meetings Scheduled:**

Work Session	July 20, 2006	6:00 p.m.	TBA
Regular Session	July 20, 2006	7:00 p.m.	TBA

**Overnight & Day Field Trip Requests:**

A final list of overnight and daytime field trip requests will be handed out at the meeting. Diane Allen Jackson has a change in her request from early this year with an explanation attached, which is in your current packet.

**RECESS TO EXECUTIVE SESSION**

**ORS 192.660 (2) (d)—Labor Negotiator Consultations:** The Board was given an update regarding NSEA and OSEA negotiations.

**RETURN TO REGULAR SESSION**

**Superintendent Files:** B.J. asked if she could purchase her PDA for future use in North Bend School District.

**MOTION: David Kinney made a motion for the Board to allow Superintendent, B.J. Hollensteiner to keep her “PDA” and to make copies of her computer files and any other materials with personal information attached. It was seconded by Dick Morley and passed unanimously 6-0.**

**ADJOURN**

The meeting was adjourned at approximately 10:00 p.m.

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**Dr. Jack Adams, Superintendent**

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**Tracy Stoutenburg, Board Chair**

# NORTH SANTIAM SCHOOL DISTRICT 29J WORK SESSION/REGULAR SESSION

## MINUTES

Thursday, July 20, 2006

The North Santiam School District's Board of Directors met on July 20, 2006 for a Work Session at 6:00 PM. The Regular Session began at 7:10 PM with an Executive Session under *ORS 192.660 (2)(d)—Negotiation Consultations* held at the end of the Regular Session. All three sessions were held at Stayton Elementary School located at 875 North Third Avenue in Stayton.

### **WORK SESSION**

#### **CALL TO ORDER**

Those present included: Dick Morley, Tracy Stoutenburg, Laura Wipper, Doug Denson, Tim McCollister, Superintendent—Dr. Jack Adams, Secretary—Mary Richards, and Business Manager—Doug Middlestetter. David Kinney and Donald Blades were absent.

#### **BOND**

There was discussion regarding the need for updates to Sublimity Middle School, the population study, the re-crunching of numbers, bond staggering, and possible options for election dates. Voter turnout has historically been poor, well below the 50% needed for most elections for a bond to pass. Superintendent, Dr. Jack Adams stated the need for 6-7 weeks of solid campaigning for the bond to be successful. The next general election will be held in November with filing dates in early September. It was the consensus of the Board that the November election would be the best one if time allows for a good presentation to the public. The Superintendent will prepare a power point presentation and make a recommendation regarding the bond at the next Work Session scheduled for August 17, 2006 at 5:00 PM at SMS.

The Superintendent has already met with Tom Hogstad, Doug Middlestetter, and Ron Osborne to discuss the bond and he has been in every building to see the needs. With more than four and a half years of data, he feels he can put together a good PowerPoint presentation that will last no longer than 20 minutes.

The Superintendent recommended that part of the campaign for the bond include:

- Weekly tours of the buildings
- Presentations throughout the community with handouts
- Community and staff education
- Large support group to help with bond campaign
- Administration involvement
- Student involvement
- TV commercials, newspaper articles, flyers, presentation materials, etc.

#### **BOARD CALENDAR**

A draft of the Board Calendar was included in the board packet. The June 2007 Regular Session date will need to be changed to June 26<sup>st</sup>. Additional Work Sessions have been

added to the calendar. A “Spring Workshop” will also be added in March or April. This workshop will include goal presentations (two long range sub-goals and one immediate goal) by all the management team members as well as a presentation by the Board. It is slated to begin on a Friday night, Saturday all day, and end with a nice dinner on Saturday night. Possible dates for the Spring Workshop will be brought back to the Board and then posted on a revised calendar.

Board Secretary, Mary Richards will get a hold of Greg McKenzie and Betsy Miller-Jones to set up a Work Session regarding board goals and the superintendent evaluation.

### **ADJOURN TO REGULAR SESSION**

The meeting adjourned at 7:00 PM with a 10-minute recess before the Regular Session.

## **REGULAR SESSION**

### **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

The Regular Session was called to order at 7:10 PM with all those in attendance at the Work Session still present. David Kinney arrived at approximately 8:00 PM and Donald Blades was absent.

### **Elect Board Chair and Vice Chair:**

#### **Nominations: Board Chair**

**Doug Denson nominated Tracy Stoutenburg as Board Chair; Laura Wipper seconded it.**

**Tim McCollister nominated Dick Morley as Board Chair; Dick Morley seconded it.**

#### **Vote**

**Tracy-Tracy**

**Laura-Tracy**

**Doug-Tracy**

**Tim-Dick**

**Dick-Dick**

**Tracy Stoutenburg was appointed as the Board Chair by a vote of 3 to 2.**

#### **Nominations—Board Vice Chair:**

**Doug Denson nominated Laura Wipper as the Board Vice-Chair; it was seconded by Tracy Stoutenburg and passed unanimously 5-0.**

### **COMMUNICATION**

**Superintendent:** The new superintendent, Dr. Jack Adams, explained how he plans to meet with a Management Team (MT) once a month to gather information and discuss items of interest. From information gathered during this meeting, a communications page

will be typed up and included in the board packet. Board members will see a slight format change in the board agenda for August.

**Business Manager/Facilities Director:** The District has three new portables coming this summer for use in the fall. One will be placed at Stayton Middle School for 6<sup>th</sup>-8<sup>th</sup> grade alternative education students, one will be at Stayton Elementary School for additional classroom space, and one will be adjacent to the DO for the 9<sup>th</sup>-12<sup>th</sup> grade alternative education students. These portables cost approximately \$100,000 each including all prep, wiring and installations. Timelines for completion of set up and prep for student use are set very close to the start of school. ~~§~~ Materials have been dropped off at Mari-Linn for the roof repair that was approved at the last board meeting and the tennis courts have been resurfaced. ~~§~~ Pre-Audit financial statements were provided to the Board in their packet. Auditors from Boldt, Carlisle and Smith will be coming in September to do the financial audit.

**Personnel:** Three more hires were added to the agenda. They included Keith Butler—Supervisory, Justin Haworth—Licensed, and Chad Meadors—Temporary Licensed.

**Special Programs:** Michael Ann McIlvenny reported to the Board that the SPED department is converting over to a web-based model for data entry. This model is supported through the LBL/ESD, as is all the District's financial and student data systems.

**NSEA/OSEA:** Both unions are still bargaining with the Board. Mark Miller, president of the NSEA asked that a meeting date be set up between NSEA and the Board.

### **ACTION/CONSENT**

The following items were part of the Action/Consent Agenda:

#### **Minutes:**

- May 11, May 25, & June 1, 2006—Budget Committee Meeting Minutes
- May 9, 2006—Executive/Special Session Minutes
- May 26-27, 2006—Executive Session Minutes
- June 6, 2006—Executive Session Minutes
- June 10, 2006—Executive Session Minutes
- June 15, 2006—Budget Hearing & Regular/Executive Session Minutes

#### **Yearly Designations/Authorizations:**

- Chief Administrative Officer—Dr. Jack Adams
- District Clerk—Dr. Jack Adams
- Deputy Clerk – Doug Middlestetter
- Legal Counsel—Garrett, Hemann, et al.
- Official Auditors For School Year—Boldt, Carlisle & Smith
- Budget Officer—Dr. Jack Adams
- Board Meeting Dates—3<sup>rd</sup> Thursday of Each Month, 7:00 p.m., Locations on Calendar
- Custodian of Funds—Doug Middlestetter
- Depository (ies) For School Funds—LGIP, US Bank Stayton
- Facsimile Signature—Dr. Jack Adams & Doug Middlestetter
- Inter-Fund Borrowing Within Fiscal Year

### **Identify Confidential Supervisors and Employees:**

Confidential Supervisors and Employees—Doug Middlestetter, Barbara Walton, Lorna Schwanke, Toni Silbernagel, Teri Butler, Nancy Peterson, Mary Richards and Tiffany Roberts—As Amended.

### **Personnel:**

- New Hires—Katherine Agee, English Language Learner (ELL) Teacher at SHS; and Justin Haworth, PE Teacher at SHS; Chad Meadors, Temporary Teaching position at SHS; and Keith Butler, Technology Coordinator for the District—As Amended.
- Resignations—Jason Ritter, ELL Teacher at SHS
- Retirements—Carole Twede, Title I Teacher at Mari-Linn (to continue at ML as .5 FTE Title I Teacher) and Marlene Fox, Principal of Stayton Elementary School

### **Title Grant Authorization-NCLB Consolidated Sub Grant:**

- Title Grant Applications—NCLB/CDIP Consolidated Grant
- The filing of the 2005-2006 ESEA: No Child Left Behind Consolidated Sub Grant for the following:
  - Title 1 (A)-Improving Basic Programs Operated by LEA's
  - Title I (C) -Education of Migratory Children
  - Title 1 (D)-Prevention and Intervention Programs for Children and Youth Who are Neglected, Delinquent, or At-Risk
  - Title II (A) Preparing, Training and Recruiting High Quality Teachers, and Principals
  - Title II (D) Enhancing Education Through Technology
  - Title III-Language Instruction for Limited English Proficient and Immigrant Students
  - Title IV (A) Safe and Drug-Free Schools and Communities
  - Title V (A) Promoting Informed Parental Choice and Innovative Programs
  - Title VI (B) Rural Education Initiative

**MOTION: Laura Wipper made a motion for the Board to approve consent agenda items 8.1 to 8.5 as presented and amended. It was seconded by Doug Denson and passed unanimously 5-0.**

### **ADDED AGENDA ITEMS**

**Superintendent's Contract:** Superintendent, Dr. Jack Adams brought to the Board's attention the omission of sick leave and bereavement leave on his contract and asked that they be included. A revised *Superintendent's Contract* that includes both sick leave and bereavement leave will be brought back to the Board at the next Regular Session in August for approval.

### **NEW BUSINESS**

#### **ACTION**

**Bread and Milk Vendor Designations:** Toni Silbernagel put together information regarding the yearly bread and milk bids for food service and her recommendations for awarding the vendor designation. She recommended Goody Man Distributing as the bread vendor and Spring Valley Dairy as the milk distributor.

**MOTION: Doug Denson made a motion for the Board to award the food-service bread contract (vendor designation) to Goody Man Distributing and the milk contract (vendor designation) to Spring Valley Dairy for the 2006-07 School Year. It was seconded by Tim McCollister and passed unanimously 5-0.**

**K-8 Social Studies and Science Textbook Adoptions:** The list of K-8 Social Studies and Science textbooks that are up for adoption is included in the board packet along with a written report from Beth Brown regarding the adoption process for the K-8 Science textbooks. Both Science and Social Studies textbooks are the same across the district. Last month the Board received a report on the Social Studies adoption and approved the 9-12 textbook portion, which have been ordered.

**MOTION: Tim McCollister made a motion for the Board to approve the textbook adoptions for K-8 Social Studies and K-8 Science as presented. It was seconded by Dick Morley and passed unanimously 5-0.**

**Surplus:** B.J. Hollensteiner sent a memo that was in the board packet regarding the PDA that the NSSD Board authorized her to take with her to North Bend. After discussions with OSBA it was suggested that it be declared as surplus and for the Board to transfer the ownership of the PDA to North Bend for her use there.

**MOTION: Dick Morley made a motion for the Board to declare the Axim Dell PDA as surplus and transfer the ownership to the North Bend School District for use by B.J. Hollensteiner. It was seconded by Tim McCollister and passed unanimously 5-0.**

## **OLD BUSINESS**

### **ACTION**

**Facilities Plan Adoption:** At the April board meeting, the Board received a copy of the Facilities Master Plan to review, it was again sent out with the board packet in July. This plan was to be reviewed with input back to the superintendent so that it could be revised if needed. A motion was made for the adoption of the plan to be tabled until August for additional time to review.

**MOTION: Laura Wipper made a motion to table the Long Range Facilities Master Plan as revised in 2006 for one month (to be voted on in August). It was seconded by Tim McCollister and passed unanimously 5-0.**

**INFORMATION ONLY**

**Recognition of Gifts:** The Board sent out a thank you note to Professional Tool Manufacturing for their gift of four “drill doctors” to SHS (Manufacturing Class).

**Upcoming Meetings/Activities: (See Calendar)**

08/17/06	Work Session—Bond Recommendation	5:00 p.m.	SMS
08/17/06	Regular Session	7:00 p.m.	SMS

**RECESS TO EXECUTIVE SESSION**

The Board recessed and went into Executive Session under ORS 192.660 (2) (d)—Negotiator Consultations to discuss NSEA and OSEA negotiation processes and progress at 8:05 PM.

**RETURN TO REGULAR SESSION**

**ADJOURN**

The Board adjourned the meeting at approximately 9:30 PM.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION/REGULAR SESSION/EXECUTIVE SESSION**

**MINUTES  
August 17, 2006**

A Work Session for the North Santiam School District's Board of Directors began at 5:00 PM with the Regular Session following at 7:00 PM. An Executive Session was called under ORS 192.660 (2) (d)—Negotiator Consultations. All sessions were held at the District Office located at 1155 North Third Avenue in Stayton, Oregon.

**WORK SESSION**

**CALL TO ORDER**

Those present included: Tracy Stoutenburg, Tim McCollister, Laura Wipper, David Kinney, Dick Morley, Doug Denson, Superintendent—Dr. Jack Adams, and Secretary—Mary Richards. Donald Blades arrived after the meeting had started.

**BOND RECOMMENDATION PRESENTATION**

Superintendent Adams presented a PowerPoint presentation with his recommendation to put the bond on the November ballot. He noted the short time frame, however the next general election would not be held until November 2008. There were four options presented and it was the consensus of the Board to go with option #4. This option includes approximately \$21.8 million in infrastructure repairs and \$27.9 million in construction and renovation.

**LONG RANGE MASTER FACILITIES PLAN**

The Board has had since April to review and act on the Long Range Master Facilities Plan. This plan is a working document that will have revisions and updates as needed. Superintendent Adams clarified questions and recommended its approval.

**BOARD PROTOCOL**

Superintendent Adams presented a draft copy of operational protocol for the NSSD Board. The protocol had a list of 12 points of commitment for the Board collectively and individually to follow. There was discussion regarding all members signing the protocol and displaying it along with their picture in each school's front lobby.

**ADJOURN**

The Work Session adjourned at 6:45 PM.

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

All those listed above were present at the Regular Session.

## **COMMUNICATION**

The Superintendent started a new communication format as discussed during the July Session. This *Letter from the Superintendent* will be part of every packet and is the culmination of information received at the Management Team meetings, which will be held on the first Wednesday of the month.

## **CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve Consent Agenda items 10.1 and 10.2 (including the approval of the minutes from the July 20, 2006—Work Session/Regular Session; the approval of new hires—Gail Hill, JuliAnn Olsen, Scott Buchheit, and Marjorie Washburn; and the acceptance of the resignations of Erin Tiano, Tim McFarland, and Erin Zach). It was seconded by Donald Blades and passed unanimously 7-0.**

## **ADDED AGENDA ITEMS**

**Board Protocol was added as 12.3 and Surplus was added as 12.4 on the agenda.**

## **NEW BUSINESS**

### **Spring Workshop:**

The Board looked at dates for the Spring Workshop, which will include presentations by all members of the Management Team. Each will have 1 immediate goal, two intermediate goals, and 1 long-range goal within their presentation. The Board will also give its own presentation. April 13<sup>th</sup> and 14<sup>th</sup> was designated as the dates for the Spring Workshop.

### **Release Time for Religious Instruction:**

Dr. Adams went over the current policy JEFB—Release Time for Religious Instruction with the Board. Some revisions to the policy are needed. These include the ORS regarding time periods with the number of hours of release, and supervision of students.

### **Board Protocol:**

As discussed earlier at the Work Session, the Board was in agreement about all members signing the document and displaying the protocol and a picture of the Board in all schools.

**MOTION: David Kinney made a motion for the Board to adopt the Operating Protocol for the Board of Directors of the North Santiam School District. It was seconded by Dick Morley and passed unanimously 7-0.**

### **Surplus:**

The District has adopted new textbooks in Science and Social Studies and the old textbooks needed to be declared as surplus.

**MOTION: David Kinney made a motion for the Board to declare the outdated textbooks for Social Studies and Science as surplus. It was seconded by Doug Denson and passed unanimously 7-0.**

### **OLD BUSINESS**

#### **Superintendent's Contract:**

As discussed at the last board meeting, changes were made to Superintendent Adams' contract to include sick leave and bereavement leave.

**MOTION: Dick Morley made a motion for the Board to approve the revised contract for Superintendent Jack Adams, which includes the addition of sick leave and bereavement leave. It was seconded by Donald Blades and passed unanimously 7-0.**

#### **Long Range Master Facilities Plan:**

This long-range plan was discussed in the Work Session and recommended for adoption by the Superintendent. There was some discussion regarding adding option #4 of the bond into the document as a priority.

**MOTION: David Kinney made a motion for the Board to approve the adoption of the Long Range Master Facilities Plan as modified with option #4 of the bond set as the priority and included. It was seconded by Dick Morley and passed unanimously 7-0.**

#### **Bond Resolution #081706:**

Bond options were included in the presentation by the Superintendent during the Work Session. A bond resolution must be adopted before the bond can be put on the ballot.

**MOTION: David Kinney made a motion for the Board to adopt Resolution #081706 with inclusion of \$48.9 million, calling for a measure election to submit to district voters a bond to finance capital construction and capital improvements. It was seconded by Dick Morley and passed 7-0.**

### **REPORTS/DISCUSSION**

#### **Goal Setting and Superintendent Evaluation Process:**

Greg McKenzie gave the Board several dates to work with for setting up a Work Session on the goal setting process, governance, and roles and responsibilities for boards and superintendents. The Work Session will be held at the District Office on September 14, 2006 at 6:00 PM. Donnie and Laura will bring back information to review on the Superintendent Evaluation document. This review should take only 10-15 minutes.

**INFORMATION ONLY**

A list of upcoming scheduled meeting was included in the board packet.

**BOARD REPORTS**

Doug Denson, Dick Morley, and Tracy Stoutenburg attended the first Management Team meeting. The Superintendent thanked the Board for their participation.

**EXECUTIVE SESSION**

**RECESS**

The Board went into Executive Session under ORS 192.660 (2) (d)—Negotiator Consultations at 7:40 PM.

**RETURN TO REGULAR SESSION**

**ADJOURN**

The Board returned to the Regular Session and adjourned at approximately 8:30 PM.

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**Dr. Jack Adams, Superintendent**

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**Tracy Stoutenburg, Board Chair**



**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION**

**MINUTES  
September 14, 2006**

A Work Session for the North Santiam School District's Board of Directors was held on September 14, 2006 at 6:00 p.m. at the District Office located at 1155 North Third Avenue in Stayton.

**CALL TO ORDER**

Board members present included: Tracy Stoutenburg, Laura Wipper, Tim McCollister, Dick Morley, Doug Denson, David Kinney, and Donald Blades. Others in attendance were Superintendent—Jack Adams, Board Secretary—Mary Richards, and OSBA Facilitator—Greg McKenzie.

**BOARD ROLES AND RESPONSIBILITIES**

Greg started to go over board roles and responsibilities. Most of the Board members have had this training over the past several years, so Greg accelerated the process. Board members asked if they could get some questions answered by the Superintendent and so the conversation went in another direction. The review of goals and the superintendent evaluation process were put on hold until the next Work Session.

**BOND UPDATE**

The Board was given an updated calendar of events coming up for the bond election, along with copies of the informational flyers being produced by the District.

**ADJOURN**

The meeting was adjourned at approximately 8:15 p.m.

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**Dr. Jack Adams, Superintendent**

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**Tracy Stoutenburg, Board Chair**

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION/REGULAR SESSION/EXECUTIVE SESSION**

**MINUTES  
September 21, 2006**

A Work Session for the North Santiam School District's Board of Directors began at 6:00 PM with the Regular Session scheduled to begin at 7:00 PM. An Executive Session was held under ORS 192.660 (2) (d)—Labor Negotiator Consultations and ORS 192.660 (2) (h)—Legal Counsel. All sessions were held on September 21, 2006 at the District Office, located at 1155 North Third Avenue in Stayton.

**WORK SESSION**

**CALL TO ORDER**

Those present included: Board Members—Dick Morley, Tim McCollister, Doug Denson, Laura Wipper, David Kinney, and Donald Blades, Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, Business Manager—Doug Middlestetter, and Principals—Charlotte Klampe, David Bolin, and Paula Vawter. Tracy Stoutenburg was absent.

**INSTRUCTIONAL SERVICES PRESENTATION**

Michael Ann McIlvenny presented a PowerPoint presentation about the Instructional and Support Services which includes: Alternative Programs, Special Educational Programs, Federal Programs, Truancy & Safety, Curriculum, Staff Development, English as a Second Language, Homeless/Migrant, and Nursing Services. She talked about the staff under this umbrella and their goals for the year.

**BOND UPDATE**

An updated bond calendar with dates for presentations was given to each board member present. Several board members signed up to help with presentations during the next month.

**ADJOURN**

The Work Session was adjourned at 6:45 p.m.

**REGULAR SESSION**

**CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Board Members—Dick Morley, Tim McCollister, Doug Denson, Laura Wipper, David Kinney, and Donald Blades, Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, Business Manager—Doug Middlestetter, and Principals—Charlotte Klampe, David Bolin, Paula Vawter, Randy LaFollett, and Andy Gardner. Tracy Stoutenburg was absent.

## COMMUNICATION

**Communication Letter from the Superintendent:** The September board report was included in the board packet along with individual reports from the Management Team. Board members were directed to contact Jack if they have questions or concerns with any part of this communication. Jack also asked the Board how they liked the format and they agreed it was very informative.

## CONSENT AGENDA

**MOTION:** David Kinney made a motion for the Board to approve Consent Agenda items 8.1, 8.2, and 8.3 (including the approval of minutes from the August 17, 2006 and the August 30, 2006 board meetings; the approval of new hires—Beth Hasenyager, Diana McDonald, Katie Minor, and Dean Munkers; and the approval of the revisions to policy JEFB—Release Time for Religious Instruction, as discussed). It was seconded by Dick Morley and passed unanimously 6-0.

## NEW BUSINESS

### REPORT/DISCUSSION

**SPED Policy Revisions:** The following policies were on the agenda with revisions. These revisions were made due to changes in the law and will be placed on the consent agenda at the next Regular Session.

- IGBA & AR—Students with Disabilities/ Child Identification Procedures
- IGBAB & AR—Education Records of Students with Disabilities
- IGBAC—Special Education—Personnel Development
- IGBAE & AR—Special Education-Participation in Regular Education Programs
- IGBAF & AR—Special Education-Individualized Education Program (IEP)
- IGBAG & AR—Special Education-Procedural Safeguards
- IGBAH & AR—Special Education-Evaluation Procedures
- IGBAI & AR—Special Education-Private Schools
- IGBAJ & AR—Special Education-Free Appropriate Public Education (FAPE)
- IGBAK—Special Education-Public Availability of State Application
- IGBAL & AR—Special Education-Services for Home-Schooled Students with Disabilities
- JGDA/JGEA & AR—Special Education—Discipline of Disabled Students

## OLD BUSINESS

### ACTION

**Darley Property:** The District secured a "Right-of-First-Refusal" on the 30 acre Darley property back in October of 2005. As land prices and SDC costs have gone up, the planning has "drifted" back towards building on the back side of the Shaff Road SMS property. With construction of new homes planned in the area, the District could save

close to \$1 million in SDC fees. The Board needs to re-visit this to formally acknowledge the shift in direction and to give some thought to our future interests, if any, in the Darley property.

**CONSENSUS: The Board agreed they needed to revisit the decision regarding the placement of a new elementary should the bond pass. David Kinney and Doug Middlestetter will meet with Mr. Darley to discuss future plans for the Darley property after the bond election.**

### **REPORTS/DISCUSSION**

**Work Session—Goals/Evaluations:** A Work Session has been scheduled for Saturday, October 28, 2006 at the District Office in the Santiam Room. Goals and the Superintendent Evaluation Document will be on the agenda. The meeting is scheduled to last two hours, beginning at 8:00 a.m.

### **INFORMATION ONLY**

**Enrollment:** FTE Enrollment stands at 2363 as of September 15, 2006—that is 18 students more than projected. Actual student count is at 2445.

**Field Trips:** A list of field trips was included in the Agenda-Explanation.

**Gifts:** The Board thanked Cheryl Dolby for her donation of a Printer/Fax machine to the technology department.

**Upcoming Meetings:** The next Regular Session will be held on October 19, 2006 at 7:00 p.m. at Sublimity School. A Work Session is scheduled for October 28, 2006 at 8:00 a.m. to discuss goals and the superintendent evaluation document. The Work Session/Regular Session in November is scheduled for the 16<sup>th</sup> at 6:00 p.m. at the District Office.

### **RECESS TO EXECUTIVE SESSION**

An Executive Session was called under ORS 192.660 (2) (d)—Labor Negotiator Consultations and ORS 192.660 (2) (h)—Legal Counsel.

### **RETURN TO REGULAR SESSION**

The Board returned to the Regular Session at 8:03 p.m.

**MOTION: David Kinney made a motion to adopt a resolution approving the negotiated changes to the Licensed Teacher's contact for the 2006/07 and 2007/08 school years. It was seconded by Dick Morley and passed unanimously 6-0.**

**ADJOURN**

**The meeting was adjourned at 8:30 p.m.**

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**Dr. Jack Adams, Superintendent**

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**Tracy Stoutenburg, Board Chair**

# NORTH SANTIAM SCHOOL DISTRICT 29J REGULAR SESSION

## MINUTES October 19, 2006

The Regular Session for the North Santiam School District's Board of Directors began at 7:00 PM at Sublimity Elementary School located at 431 Main Street in Sublimity, Oregon. An Executive Session of the Board followed under *ORS 192.660 (2) (h)—Legal Counsel*.

### **REGULAR SESSION**

#### **CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE**

Those present included: Dick Morley, Tim McCollister, Tracy Stoutenburg—Chair, Laura Wipper—Vice Chair, David Kinney, Donald Blades, Jack Adams—Superintendent, and Mary Richards—Secretary. Doug Denson was absent.

#### **SPOTLIGHT**

##### **Sublimity School—American Roots Festival:**

Music teacher, Patty Keeton directed the band in several songs that the students planned to play at the American Roots Festival. She had a small group of kids who were able to come and she was very excited at their performance. Tickets were on sale at Sublimity for the American Roots Festival that is held annually at the Turner Tabernacle. The fundraiser helps provide instruments, music, etc. for NSSD music programs.

#### **COMMUNICATION**

The Superintendent's report was given out to all board members in the board packet. A full report by each building and department was also included. Doug Middlestetter gave the Board an update regarding the change back to the AS400 payroll system from the current ADP. ADP is not geared towards schools and NSSD was one of the pilot schools used to see how it would work. Beth Brown talked with the Board about the ELL program. Michael Ann McIlvenny explained the reasons for pulling the SPED policies off the agenda for final approval. There are lots of changes taking place and she felt the District should hold off until some of the changes were more concrete and more information would be available.

Tracy Stoutenburg informed the Board that she is currently living in Stayton while they find a home in the Lyons area. Her home sold quite quickly and her family is currently renting a home in Stayton.

#### **CONSENT AGENDA**

##### **Policy Revisions:**

Based on the recommendation of Michael Ann, the policies on the consent agenda were pulled until more information on recent changes to the law and ODE requirements can be examined.

**MOTION: David Kinney made a motion for the Board to approve the Consent Agenda excluding the SPED policies as recommended (including the approval of the minutes from the September 14<sup>th</sup> and 21<sup>st</sup> Sessions; and the approval of new hires: Tim Widmer, Amanda Rojas, Ramie Moody, and Scott Hawkins. It was seconded by Dick Morley and passed unanimously 6-0.**

### **ADDED AGENDA ITEMS**

**The Board Calendar Update was added as 8.1 to the agenda.**

### **NEW BUSINESS**

#### **ACTION**

**Surplus:** Stayton Elementary School has been cleaning out their library and getting rid of old filmstrips and records that are now obsolete. They now use video's and cassette tapes or CD's. A list of items to be declared surplus was in the board packet.

**MOTION: David Kinney made a motion for the Board to declare the items delineated in the board packet as surplus. It was seconded by Donald Blades and passed unanimously 6-0.**

### **REPORT/DISCUSSION**

**OCR Policy Review Process:** All harassment policies were sent off to the Office of Civil Rights (OCR) to be reviewed. At the time of the meeting, they had not been sent back with recommendations for revisions. They should be back by the next board meeting in November for board review.

**Emergency Procedures:** In case of a school closure, procedures have been put into place so that everyone knows what to do. Doug and Michael Ann are Jack's second and third in command if he is out of town. They have all the contact information needed for school closures, etc.

**District and School Report Cards:** The District and School Report Cards are now available via the ODE website. A copy was in the board packet for review. Principals were available for comments and questions from the Board. Charlotte explained the issue with the number of student graduates for the 2005-06 school year.

### **OLD BUSINESS**

#### **REPORTS/DISCUSSION**

**Board Calendar Update:** The calendar for board meetings has been changed so that all meetings will now take place at the district office site in the Santiam Room.

**INFORMATION ONLY**

**Enrollment:** FTE enrollment is 2362, down by 1 student. The student count is at 2444.

**Gifts:** The Board acknowledged the gift of Excavator Work (value: \$580) from Donnie McDougall—McDougall Backhoe Services, Inc. towards the installment of the playground equipment.

**Field Trips:** A list of field trip requests is included in the board packet.

**Upcoming Meetings:** A list of upcoming meetings was listed in the board packet.

**RECESS TO EXECUTIVE SESSION**

**ORS 192.660 (2) (h)—Legal Counsel:** The Board went into Executive Session at 8:50 p.m. to discuss a resolution submitted by Bruce Zager, one of the attorneys for the District.

**RETURN TO REGULAR SESSION**

The Board went back into Regular Session at 9:15 p.m.

**ACTION**

**MOTION:** David Kinney made a motion for the Board to approve *Resolution #101906- Rejecting Defense of Claim* involving the cross compliant in the DeLoretto Case. It was seconded by Dick Morley and passed unanimously 6-0.

**ADJOURN**

The meeting was adjourned at 9:17 p.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Chairwoman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION  
6:30 PM—District Office**

**Minutes  
November 2, 2006**

The North Santiam School District's Board of Directors met in a Special Session at 6:30 PM on November 2, 2006 at the District Office located at 1155 North Third Avenue in Stayton.

**SPECIAL SESSION**

**CALL TO ORDER**

Those in attendance included: Tim McCollister, Laura Wipper—Vice Chair, Tracy Stoutenburg—Chair, David Kinney, Dick Morley, Jack Adams—Superintendent, and Mary Richards—Board Secretary.

**APPROVAL OF CLASSIFIED CONTRACT**

The negotiating team for the District included: Jack Adams, Laura Wipper, Dick Morley, and Tim McCollister. The changes in the contract for the classified employees was reviewed and discussed. This contract will last for three years.

**MOTION: Dick Morley made a motion for the Board to approve the classified contract (a three year contract between NSSD and OSEA). It was seconded by Laura Wipper and passed unanimously 5-0.**

**ADJOURN**

The meeting adjourned at 6:55 p.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Chairwoman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK/REGULAR SESSION**

**MINUTES  
November 16, 2006**

A Work Session for the North Santiam School District's Board of Directors began at 6:00 PM with the Regular Session following at 7:00 PM. Both meetings were held at the District Office, located at 1155 North Third Avenue in Stayton.

**WORK SESSION**

**CALL TO ORDER**

Those present included: Donald Blades, Tim McCollister, David Kinney, Dick Morley, Board Chair—Tracy Stoutenburg, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. Laura Wipper and Doug Denson were absent.

**SPOTLIGHT**

Stayton High School—Foreign Language Curriculum: Spanish teacher, Linda Hansen and French teacher, Les Conley gave a presentation on the Foreign Language Curriculum at SHS, its objectives, the student achievement level expectations. Many of their students attended and engaged in skits showing their level of expertise in conversational Spanish and French.

**ADJOURN**

The Work Session adjourned at approximately 6:50 PM.

**REGULAR SESSION**

**CALL TO ORDER, PLEDGE, ROLL CALL**

Those present included: Donald Blades, Tim McCollister, David Kinney, Dick Morley, Board Chair—Tracy Stoutenburg, Superintendent—Dr. Jack Adams, and Board Secretary—Mary Richards. Laura Wipper and Doug Denson were absent.

**COMMUNICATION**

The November Board Report from Superintendent Adams was included in the board packet. Mari-Linn's report was passed out during the meeting. Dr. Adams asked for input on how the Board liked the new format of monthly information about facilities, financial reports, personnel, special programs, instructional support services, safety & truancy, building reports, and union updates. The consensus of the Board was positive with a request to continue with this format.

## **CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve items 4.1 and 4.2 of the consent agenda (including the minutes from the October 19, 2006—Work/Regular/Executive Sessions, the minutes from the November 2, 2006—Special Session, and the acceptance of the resignation of Nedra Dudkowski. It was seconded by Dick Morley and passed unanimously 5-0.**

**It was noted that Nedra will be held to her contract with NSSD for 60 days, or until a replacement has been hired to fill her position, as per contract.**

## **REPORT/DISCUSSION**

### **Changes to Board Calendar and MT Meeting Calendar:**

Changes to the board calendar included a review of alternate dates for the Spring Workshop. Jack Adams plans to discuss possible dates with the Principals and bring back a date to the Board at the next Regular Session in December.

The Regular Session in December has been changed to December 14<sup>th</sup> and a Special Session scheduled for March 3, 2007 has been added to the calendar to accommodate contract renewals.

Due to a scheduling conflict the Management Team meeting will be held on December 13<sup>th</sup> instead of the 6<sup>th</sup>. It will start at 9:00 a.m. in the Santiam Room.

### **OCR Policy Review—Revisions:**

Suggested changes to harassment policies by OCR are included in the board packet. These changes are minimal, mostly to clarify the prior language. Principals will review the policies at their next meeting. Any additional changes will be brought back to the Board in December for a final approval.

### **Bond Update:**

The PAC for Citizens for North Santiam Schools is planning on having a dinner meeting on November 29<sup>th</sup> at 6:00 PM to discuss the bond campaign and their next steps. Dick Morley invited all board members to attend. Invitations that include RSVP information will go out on November 17, 2006.

## **INFORMATION ONLY**

### **Enrollment:**

Student FTE enrollment as of November 10, 2006 was at 2370.5, which is 25.5 more students than projected. Student count was at 2454.

### **Field Trips:**

A list of field trip requests was included in the board packet.

**Upcoming Meetings As Approved:**

<b>Dec. 13, 2006</b>	<b>MT meeting</b>	<b>9:00 a.m.</b>	<b>DO-Santiam Room</b>
<b>Dec. 14, 2006</b>	<b>Work/Regular Session</b>	<b>6:00 p.m.</b>	<b>DO-Santiam Room</b>

**BOARD REPORTS**

**COSA Conference:**

Board Chair, Tracy Stoutenburg gave the board an update of the COSA Conference and expressed her excitement of receiving a free registration to the National School Board Association Conference to be held in April of 2007. Dr. Adams stated that it was a great conference and he hoped that Vice Chair, Laura Wipper would also consider going along with Tracy.

**ADJOURN**

The meeting was adjourned at approximately 8:00 PM.

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Superintendent, Dr. Jack Adams

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Board Chair, Tracy Stoutenburg

**PUBLIC NOTICE  
NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION- 7:00 PM**

**Power Failure--Cancelled**

**AGENDA  
December 14, 2006  
District Office—Santiam Room**

The Regular Session for the North Santiam School District's Board of Directors will begin at 7:00 PM on December 14, 2006 at the District Office, located at 1155 North Third Avenue in Stayton.

**REGULAR SESSION**

1. **CALL TO ORDER, PLEDGE, ROLL CALL**

2. **PUBLIC PARTICIPATION**

3. **COMMUNICATION**

3.1 **Superintendent's Report:**

4. **CONSENT AGENDA**

4.1 **Approval of Minutes:**

4.2 **Personnel:**

4.3 **Policy Revisions:**

5. **ADDED AGENDA ITEMS**

6. **NEW BUSINESS**

**ACTION**

6.1 **2007-08 Budget Calendar Approval:**

6.2 **Election Results:**

**REPORT/DISCUSSION**

7. **OLD BUSINESS**  
**ACTION**

**REPORTS/DISCUSSION**

- 7.1 Spring Workshop Dates:
- 7.2 Citizens for North Santiam Schools-Bond Report:
- 7.3 Upcoming Work Session Agenda:

8. **INFORMATION ONLY**

- 8.1 Enrollment:
- 8.2 Gifts:
- 8.3 Field Trips:
- 8.4 Upcoming Meetings:

9. **BOARD REPORTS**

- 9.1 Resignation of Doug Denson:

10. **ADJOURN**

*Equal employment opportunity and treatment shall be practiced by the North Santiam School District regardless of race, color, national origin, religion, sex, age, marital status, and disability if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.*

*This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Mary Richards at the North Santiam School District Office at 503-769-4928.*

# **NORTH SANTIAM SCHOOL DISTRICT 29J SPECIAL SESSION**

## **MINUTES January 6, 2007**

The North Santiam School District's Board of Directors met in a Special Session beginning at 8:00 AM on January 6, 2007 at the District Office in the Annex located at 1155 North Third Avenue in Stayton.

### **SPECIAL/WORK SESSION**

#### **CALL TO ORDER**

Board members present included: Tracy Stoutenburg—Chair, Laura Wipper—Vice Chair, Dick Morley, David Kinney, Tim McCollister, and Donald Blades. Superintendent, Dr. Jack Adams and Executive Secretary, Mary Richards also attended.

#### **BOARD GOALS**

On April 20-21, 2007 there will be a Spring Workshop to discuss goals for the 2007-2008 school year. Management Team members will be presenting their goals, along with the Board.

Board members and the Superintendent brainstormed ideas. Laura Wipper also gave a copy of her own brainstorming ideas to each board member. Below are brainstorming and discussion highlights:

- Effective Evaluation Systems
- Stronger Ties to the Community
- Vocational Education and Citizenship
- Sponsor a Student Representative on the Board
- Parenting Project
- Citizenship Awareness
- Consolidation
- Unify the North Santiam School District
- Adopt a School
- Revise the Mission Statement
- Commitment to Educational Excellence
- All Day Kindergarten
- TAG
- AG Programs
- Transitions
- Post High School Options
- Facilities/Bond
- Success for Every Student
- Community Involvement

After discussion of each of these ideas and acknowledgement of how many of these ideas are processes upon other goals the Board looked at the following to see which were the top priorities for 2007-08.

- Increase Student/Community Involvement
- Unify the District
- Adopt A School
- All Day Kindergarten
- Pass A Bond/Upgrade Facilities
- Increase Educational Program Offerings
- Revisit the District's Mission Statement

Management Team members have been instructed to come up with 1 Immediate, 2 Intermediate, and 1 Long Term Goal for 2007-08. The Board then looked how they could further consolidate their ideas for goals and came up with the following draft for their 2007-08 Goal Presentation:

#### IMMEDIATE GOAL

##### CLARIFY THE MISSION STATEMENT AND UNIFY THE DISTRICT

Possible Examples:

- Possible changes—"to prepare students for college, work and citizenship"
- Unify the North Santiam School District: Five Public Schools, Three Private Schools, One District
- Unify the Board Leadership—More Board Visibility Throughout the District (Adopt a School)

#### INTERMEDIATE GOALS

##### PASS A BOND ENABLING THE UPGRADE AND EXPANSION OF FACILITIES

Possible Examples:

- Educate the Community About School Funding
- Take a Leadership Role to Pass the Bond

##### INCREASE STUDENT/COMMUNITY INVOLVEMENT

Possible Examples:

- Stronger Ties to the Community
- Get the Community Into the Schools
- Get Information Out to the Community About Positive Programs

#### LONG TERM GOAL

##### INCREASE EDUCATIONAL PROGRAM OFFERINGS TO MEET THE NEEDS AND INTERESTS OF ALL STUDENTS AND THE COMMUNITY

Possible Examples:

- Broaden the Curriculum to Add Educational/Vocational Opportunities (AG, Business, Construction, etc.)
- Broaden Co-Curricular Activities/Clubs through Curriculum Choices (FFA, FBLA, etc.)
- Research All Day Kindergarten (Discussion, Input, Decision)

- Meet the Needs of Students Through Services (TAG, Teen Parents)
- Meet the Needs of the Community Through Program and Building Access

The Board will review, revise and adopt these goals by the March Regular Session for presentation at the Spring Workshop in April. All board members plan to help with the presentation. The Board Chairwoman, Tracy Stoutenburg, will work with board members to assign tasks based on their comfort zones.

Dr. Adams mentioned that he was working on his own District Goals for 2007-08, which will include: Supporting the Quality and Excellence of an Effective Evaluation System

### **APPROVAL OF HARASSMENT POLICY**

The current board policies on harassment were sent to the Office of Civil Rights (OCR) in October for their review. Their suggested revisions were included in the October board packet. Revisions consisted of the addition of a “verbal” complaint being treated the same as a “written” complaint. In October, the Board sent these policies back to the administrators in the District for their review and recommendations for approval. After reviewing the policy changes, administrators felt it would be easier to have just one policy to look at and keep straight. They suggested the combination of policies JBA/GBN and JFCF/GBNA, which deal with different variations of harassment issues. A draft of the combined policy was sent back to OCR for its final approval. That approval was received in early December and the revised and combined harassment policy, JBA/GBN/JFCF/GBNA—Harassment along with the Administrative Rule (AR) and forms, was sent out to each board member by email and again as part of the December board packet for their final review. A hard copy of the combined policy was available along with a copy of the administrative rules (AR) and forms for any further discussion. With no additional discussion, the following motion was made:

**MOTION: David Kinney made a motion for the Board to adopt the combined policy JBA/GBN/JFCF/GBNA—Harassment. It was seconded by Dick Morley and passed unanimously 6-0.**

### **VERIFICATION OF ELECTION RESULTS**

The District received the abstract or breakdown of votes from the General Election in November. The unofficial results were discussed at the November Regular Session, but the Board had not received the official election results at that time. The District is required to verify that we received these results and accept them as the official election results.

**MOTION: David Kinney made a motion to verify the receipt of the abstract from the November 7, 2006 election and accept it as the official election results. It was seconded by Donald Blades and passed unanimously 6-0.**

Each year the Board receives the Annual Report for the previous year. Copies of this report are available to the public on the Internet and at the District Office, as well as at each of the schools within the District. It is also sent out to many of the businesses where customers might have the chance to look at it while waiting for appointments, etc. A draft of the 2005-06 Annual Report was presented to the Board. Final revisions are to be completed and the report will be posted to the District web site within the next few weeks. Since the District Report Card has much of this information already, a new format is being considered for 2006-07 school year.

### **RESIGNATION OF DOUG DENSON: PROCESS FOR REPLACEMENT**

A copy of the policy on the rules for replacing a board member was included in the December board packet, and was emailed to all board members along with a draft New Release. The Board discussed the process and asked that Mary Richards made contact with the elections office to verify what the boundaries for the vacated position encompass.

### **BOARD CALENDAR**

The revised site changes on the board calendar for 2006-07 were made available to the Board for comment at the October meeting. There was no discussion regarding the changes at that time. The site changes were originally made based on the following:

- The availability of technology (smart board, computer)
- The ease of preparing for the meeting (tables, chairs, etc)
- The consistency of knowing where the meeting would be taking place
- The availability of kitchen facilities, refrigeration, and supplies
- The available of good acoustics in the building

The consensus of the Board was to include a visit to each site during the year as a strategy in unifying the District. Mary Richards will revise the calendar and email a copy to each board member plus post as required.

### **BOARD REPORTS**

Dick Morley shared with the Board the new Crisis Manual to be used throughout the District. He also discussed the Chamber of Commerce's Annual Santiam Market Place to be held on March 3, 2007 from 10-3 at the Stayton Middle School. He suggested that the District set up two booths, one regarding the bond and facilities needs and the other to focus on what the District is doing for in partnership with the community and schools. A computer survey booth with 4-6 questions may also be set up for community members. The Work Session scheduled for March 3<sup>rd</sup> will be held at Stayton Middle School in the Library at 9:00 a.m. to avoid conflict with this event.

Mary will set up a schedule together so people can sign up to man the booths.

### **ADJOURN**

The Board adjourned the meeting at 10:33 p.m.

# NORTH SANTIAM SCHOOL DISTRICT 29J

## MINUTES January 18, 2007

The Regular Session for the North Santiam School District's Board of Directors began at 7:00 PM on January 18, 2007 with an Executive Session immediately following under ORS 192.660 (2) (d)—Labor Negotiator Consultations. Both meetings were held at the District Office located at 1155 North Third Avenue in Stayton.

### REGULAR SESSION

#### CALL TO ORDER, PLEDGE, ROLL CALL

Board members present included Board Chair—Tracy Stoutenburg, Vice-Chair—Laura Wipper, Dick Morley, David Kinney, Tim McCollister, Donald Blades, along with Superintendent—Dr. Jack Adams and Executive Secretary—Mary Richards.

#### SPOTLIGHT

##### **Audit:**

The Auditors gave a copy of the audit to each of the board members and went over the format. They answered questions along with the Associate to the Superintendent in Business and Finance—Doug Middlestetter. One of the things that Doug mentioned was that grants will now be reviewed every 90 days and there will be a budget review every 60 days to help keep on top of the requirements of some of the grants the District receives.

##### **American Roots Festival:**

Gary Rychard representing the North Santiam Schools Foundation and Keith Butler representing the American Roots Festival presented a check to the Board for \$5000 to go towards the band and music programs in the District. Gary stated that he was asked to let the Board know that Patty Keeton and Zane Meek did an outstanding job on the ARF this year and that the ARF Board and the NSSF Board would like to see the music programs they are involved in get additional dollars when the money is split between the schools. Over the past three years the ARF has raised \$13,500 for NSSD music programs.

#### COMMUNICATION

##### **Superintendent's Report:**

The Board received the December Board Report and the January Board Report from the Superintendent along with the back-up reports from each member of the Management Team. Board members were encouraged to contact MT members or the Superintendent if they had any questions.

#### CONSENT AGENDA

**MOTION: David Kinney made a motion for the Board to approve items 5.1 and 5.2 of the Consent Agenda (including the November 16, 2006 and January 06, 2007 board minutes, the resignation of Diana McDonald, and the retirements of Dan McCauley and Dennis Farthing. It was seconded by Dick Morley and passed unanimously 6-0**

## **NEW BUSINESS—ACTION**

### **2007-08 Budget Calendar Approval:**

A copy of the budget calendar was in the December board packet. There were no significant changes to past calendars, however because of the cancellation of the December meeting a revision to the calendar needed to be made before its approval. The January 18, 2007 date for appointing new budget committee members was changed to March 15, 2007.

**MOTION: David Kinney made a motion for the Board to approve the revised 2007-2008 Budget Calendar. It was seconded by Dick Morley and passed 6-0.**

### **WESD Resolution #011807:**

Each year the Willamette Educational Services District sends out a list of services available to the District. WESD services are of no cost to the District, as the funding for the services comes from the tax base. Michael Ann reviewed the services, made some changes to show that we are currently receiving technology software and support through the Linn-Benton-Lincoln ESD and that we are currently not receiving a couple of the services listed on the original document. Those changes were made and the Board received an updated copy of the Resolution at the meeting for approval. The policy reference for this is located in II/IIA—Instructional Resources and IGBA/IGBAL—Special Education.

**MOTION: David Kinney made a motion for the Board to approve the amended Resolution #011807—WESD Resolution Services as provided by the Willamette Education Service District for the 2007-08 school year. It was seconded by Tim McCollister and passed 6-0.**

## **REPORT/DISCUSSION**

### **Division 22 Assurances:**

The Associate to the Superintendent in Student Support Services, Michael Ann McIlvenny was directed by the Superintendent to meet with all principals and do an in-depth review of each school's compliance with the Division 22's. Each year the District has to sign an assurance form certifying that the District is following all the rules in OAR Chapter 581, Division 22—Standards for Public Elementary and Secondary Schools. If the District is not in compliance then deficiencies must be noted and a process to comply must be in place by February. Michael Ann gave a detailed report to the Board on areas that the District is currently deficient in and how the District plans to comply. A hard copy was passed out to the Board at the meeting. This report will be sent in to the Oregon Department of Education.

### **Board Position Openings:**

A draft press release was included in the board packet noting the upcoming vacancies on the North Santiam School District's Board of Directors. Vacancies include Zone 1 - Sublimity Area, Zone. There were no changes so it will be faxed the area newspapers on 01/19/07 for publishing. Board members who are completing their terms are Tracy Stoutenburg, Dick Morley, Tim McCollister, and Donald Blades. All terms are for 4 years and will end in June 2011, except Zone 1 (vacated by Doug Denson), which will end in June 2009.

**OLD BUSINESS**  
**REPORTS/DISCUSSION**

**Citizens for North Santiam Schools-Bond Report: Dick Morley**

In the December board packet was a list of ideas for future bond attempts and reasons why the bond may not have passed. These ideas were generated at a recent dinner meeting hosted by the Citizens for North Santiam Schools. Dick Morley facilitated the meeting for the Citizens for North Santiam Schools and gave the Board a quick overview of the responses from citizens who participated.

**Board/District 2007-08 Goals (Draft):**

At the January 6, 2007 Special Session the Board came up with goals for the 2007-08 school year. A draft of the wording for the goals was included in the board packet. Processes for attaining and measuring those goals were emailed to the Board Chair—Tracy Stoutenburg for her comments. A copy of the draft processes was passed out at the meeting. Revisions to the draft will be discussed at a Work Session scheduled for February 10, 2007 at 8:00-9:30 a.m. at the District Office in the Santiam Room.

**Spring Workshop—Board Roles:**

The Board has been invited by the Superintendent to attend the Management Team’s Spring Workshop on April 20<sup>th</sup> and 21<sup>st</sup> where each member will present their goals for the 2007-08 school year. A draft copy of the presentation schedule was included in the board packet. David Kinney will meet with Mary Richards before the February 10, 2007 Work Session to put together a beginning draft of the Board’s PowerPoint presentation of their goals for that workshop.

**Revised Board Calendar:**

At the Special Session the Board discussed continuing to meet at least one time a year at each school in the District. Mary put together a revised calendar with this in mind. It was included in the board packet for the Board’s review.

**MOTION: Dick Morley made a motion for the Board to approve the revised 2006-07 Board Calendar. It was seconded by both Tim McCollister and Donald Blades, and passed 6-0.**

**INFORMATION ONLY**

**Enrollment:**

FTE enrollment was 40.5 students higher than projected in September, with the student count at 2468 as of January 12, 2007.

**Gifts:**

The Board publicly acknowledged the donations and gifts given to the District in the last couple of months. Thank You letters will be mailed out on January 19, 2007 to the following:

Kurt and Amanda Hueller	Coats for Children	Value \$100	Mari-Linn
Carol Arndt	Planner	Value \$5,500	Stayton High
Craig Hendricks	Scientific Calculators	Value \$299	Stayton High
Donnie McDougall	Excavation Work	Value \$580	Sublimity

**ADJOURN**

The Regular Session adjourned at 8:30 p.m. and the Board went into Executive Session at 8:35.

**EXECUTIVE SESSION**

**ORS 192.660 (2) (d)—LABOR NEGOTIATOR CONSULTATIONS**

The Board discussed the Administrative Bargaining Team’s request to begin contract negotiations.

**ADJOURN**

The Board adjourned the Executive Session at 9:00 p.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Board Chair

**Upcoming Meetings Scheduled**

February 10, 2007	Work Session	8:00 a.m.	DO
February 15, 2007	Regular Session	7:00 p.m.	SMS
March 3, 2007	Special Session	9:00 a.m.	SMS
March 15, 2007	Work Session	6:00 p.m.	DO
March 15, 2007	Regular Session	7:00 p.m.	DO

**NORTH SANTIAM SCHOOL DISTRICT 29J  
WORK SESSION**

**MINUTES  
February 10, 2007**

A Work Session for the North Santiam School District's Board of Directors was held on February 10<sup>th</sup> at 8:00 a.m. at the District Office located at 1155 North Third Avenue in Stayton.

**CALL TO ORDER**

Those present included: Laura Wipper, David Kinney, Donald Blades, Dick Morley, Tim McCollister, and Mary Richards.

**SPRING WORKSHOP PRESENTATION**

David Kinney and Mary Richards presented the framework for the Spring Workshop presentation of the Board Goals for 2007-08.

Board members provided input and discussion around the goals and how they would like them to be presented. Mary volunteered to get some pictures together, David volunteered to update the framework with the input from the meeting, and Laura volunteered to work with David on the PowerPoint. A draft of the presentation will be ready for the Special Session to be held on March 3, 2007 at SMS. The time for that session was set for 9:00 a.m. but with the need to review the presentation, the time has been reset for 8:00 a.m.

The schedule for the Spring Workshop is for April 20<sup>th</sup> and 21<sup>st</sup>. Each member of the Management Team will present an immediate, 2 intermediate, and one long term goal in their presentation. Presentations are set up for slots of 45 minutes.

**ADJOURN**

The meeting was adjourned at approximately 10:00 a.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Board Chairwoman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION- 7:00 PM**

**MINUTES  
February 15, 2007**

The Regular Session for the North Santiam School District's Board of Directors began at 7:00 PM on February 15, 2007 at Stayton Middle School located at 1021 Shaff Rd. in Stayton, Oregon.

**REGULAR SESSION**

**CALL TO ORDER, PLEDGE, ROLL CALL**

Those in attendance included: Dick Morley, Tim McCollister, Tracy Stoutenburg, Laura Wipper, David Kinney, Donald Blades, Superintendent—Dr. Jack Adams, and Secretary—Mary Richards.

**SPOTLIGHT**

**Senior Trip Information:**

Rob Griswold, Kelsie Rathelegurche, and Samantha Yutzie updated the Board on the Senior Trip plans for the Class of 2007. They plan to go to Six Flags/Discovery Kingdom in California. It will take 9 hours on a charter bus to get there. Four to five teachers will be going along as chaperones. Expectations are that 45-50 students will be attending.

**MOTION: David Kinney made a motion to approve the Senior Trip plans for the Class of 2007, allowing them to travel out of state to California and be gone for over 24 hours if needed. It was seconded by Laura Wipper and passed unanimously 6-0.**

**SMS Jazz Band:**

The SMS jazz band performed for the Board. Band members included: Kyle Griswold, Nate Richie, Matthew Pizzuto, Dan Russo, Camerron Crenshaw, Gabriel Higginbotham, and Alex Surface. The band is directed by Mr. Dixon who also played the trumpet during the performance.

**COMMUNICATION**

**Superintendent's Report:**

The Superintendent's Board Report for February was included in the board packet. Attached were the written reports from Management Team members.

Dr. Adams also shared that the high school will need more classrooms next year which will have to be portables (two portables with 2 rooms each and 1 portable for a computer lab). Permits are being sought to get the process going so the portables will be in place by fall. Tim McCollister noted that he was not in favor of putting in more portables, but did not suggest another alternative during the discussion.

The senior citizens group has approached the District with a plan to use district property to build a senior citizens center on. They discussed allowing alternative education classroom use if allowed to use the land. The Board was not receptive to this proposal at this time given AE student population needs.

### **CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve items 5.1 and 5.2 of the Consent Agenda (including the approval of the minutes from the January 18, 2007 and February 10, 2007 sessions; the approval of new hires: Brenda Stonebrink and Stacey Johnson; and the approval of the retirement of Patti Keudell, Randy LaFollett, and Linda Hansen). It was seconded by Dick Morley and passed unanimously 6-0.**

### **NEW BUSINESS**

#### **ACTION**

**Surplus:** SHS requested that PE archery equipment be declared as surplus; a complete list was included in the board packet. The PE classes no longer work with the equipment due to safety issues and insurance costs.

**MOTION: Donald Blades made a motion for the Board to declare the archery equipment listed in the board packet as surplus. It was seconded by David Kinney and passed unanimously 6-0.**

#### **SMS Property:**

The developer of the property west of SMS approached the District with a deal to help reduce the costs of adding a new school at the back of the property, should a bond pass. It could save as much as \$800,000 in development and hook up fees. Doug and Jack met with two representatives from the City of Stayton to talk about the plan. Tracy and Dick were also at the meeting. Until a specific proposal is presented to the District, the Board cannot take action. If additional information comes to light or a proposal is presented to the District, the Board will look at this in the future.

#### **Administrative Contracts:**

Administrative contracts for 2006-07 are being prepared as discussed in the Executive Session on January 18, 2007. Administrators put off their negotiations until after certified and classified had their contracts in place. The pay scale is being put together and will be completed by the March 3, 2007 Special Session for approval.

### **REPORT/DISCUSSION**

#### **Special Session Agenda: March 3, 2007**

The following items will be on the agenda for the meeting on March 3, 2007:

- (1) Renewal of Teacher and Administrative Contracts
- (2) Replacement of Doug Denson: Interviews
- (3) Draft Goal Presentation

**REPORTS/DISCUSSION**

**Update on Replacement of Doug Denson:**

There is one applicant at this time for the replacement of Doug Denson who represents Zone 1 (Sublimity and the surrounding area). Letters of interest are due by February 21, 2007.

**Policy Revisions and Adoptions:**

A list of policy revisions was included in the board packet. Most are OSBA recommended changes due to changes in the law. These include:

- GBL—Personnel Records
- JEC-AR—Intra district transfers
- JECB—Admission of Non-Resident Transfers
- JHFDA & AR—Suspension of Driving Privileges
- JHFE-AR—Reporting of Suspected Child Abuse
- KGC-GBK—Tobacco Free Environment
- JO-AR—Education Records Management

**INFORMATION ONLY**

**Enrollment:**

FTE enrollment was at 2391 (46 above the projected number in September) and the student count was at 2473.

**Gifts: Public Acknowledgement**

David and Juanita Neitling of The Dalles have chosen Stayton High School to receive scholarship money from the Neitling Family Scholarship Fund. The initial amount of \$3000 is to be used to set up the scholarship, with \$1000 scholarships given out each year. It was also noted at the meeting that the Booster Club has purchased a new sound system and has painted the Wrestling Room at the high school.

**Field Trips:**

A list of field trip requests was included in the board packet. The overnight field trip submitted by Lori LaMarshe for the Forestry Class to go to Fire School was received and there was no objections recorded. Lori gave the Board a nice explanation and documentation of the plans and activities for the students.

**Upcoming Meetings:**

March 3, 2007	Special Session	8:00 a.m.	SMS
March 15, 2007	Work Session	6:00 p.m.	DO
March 15, 2007	Regular Session	7:00 p.m.	DO

**ADJOURN**

The meeting adjourned at 8:10 p.m.

**NORTH SANTIAM SCHOOL DISTRICT 29J**  
**SPECIAL SESSION—8:00 AM**  
**SMS Library**

**MINUTES**  
**March 3, 2007**

The North Santiam School District's Board of Directors met on March 3, 2007 in a Special Session at 8:00 a.m. at Stayton Middle School Library located at 1021 Shaff Road in Stayton.

**SPECIAL SESSION**

**CALL TO ORDER**

Those present included board members: David Kinney, Dick Morley, Laura Wipper, Tim McCollister, and Donald Blades. Also in attendance were: Dr. Jack Adams, Mary Richards, Michael Ann McIlvenny, Teri Butler, and Doug Middlestetter. Tracy Stoutenburg was absent.

**RENEWAL OF LICENSED CONTRACTS AND PROBATIONARY STAFF**

Once a year before March 15<sup>th</sup>, the Board is required to approve the extension/non-extension of contracted (permanent) licensed staff and the renewal/non-renewal of probationary staff. A list of those who are in probationary status was enclosed in the packet as well as a listing of contract staff. Administrators have been doing a good job of evaluating their staff with the new guidelines put into place this fall by the Superintendent. Currently the District has no teaching staff or administrators on a plan of assistance. Dr. Jack Adams recommended that the Board approve the listing as presented.

*Policy: GCN, Evaluation of Licensed Staff*

**MOTION: Dick Morley made a motion for the Board to approve the extension and renewal of teaching staff contracts for the time and people as specified in the board packet. It was seconded by Tim McCollister and passed unanimously 5-0.**

**RENEWAL OF ADMINISTRATIVE CONTRACTS**

Contracts are ready for administrative staff as discussed in the Executive Session on January 18, 2007. Administrators will be working at the same salary rate they received during the 2005-06 school year, with an increase only in benefits (health insurance costs are based on the cap that teachers get as per contract). All but two of the administrative positions are in the highest range of salary, benefits, etc. Doug and Jack are still working on the contracts for Michael Ann McIlvenny and Jamie McCarty. Board members received a copy of the new pay scale for new administrators based on the averages from school districts that have similar demographics. As discussed in an earlier Executive Session, this will be for new administrators hired after this year, current administrators will be grandfathered in at their current salary rate. This approval is for the 2006-07 school year because principals wanted to negotiate after the certified and classified employee negotiations were completed. Starting in July, the Superintendent plans to

meet with each of the administrators to discuss salary, benefits, and work days before contracts go out.

**MOTION: David Kinney made a motion for the Board to approve the 2006-07 Administrative Contracts as presented and the new administrative salary schedule as presented for the 2007-08 school year. It was seconded by Dick Morley and Donald Blades and passed unanimously 5-0.**

### **DRAFT GOAL PRESENTATION**

Laura has been working on the presentation for the Spring Workshop and showed board members what she currently has. It was agreed that the Board would make their statement of goals short and to the point.

Shortened Mission Statement:

To prepare students for continuing education, work and citizenship

Shortened Goals:

Offer Effective Educational Programs  
Provide the Best Facilities—Pass a Bond  
Connect With the Community  
Be a Unified School District

More discussion about the exact wording will be talked about at a later meeting. Laura will continue to work on the presentation.

### **INFORMATIONAL ITEMS**

#### **Lambert Property:**

Developers of the Lambert property asked the District to support their development with the City by writing a letter to the Planning Committee. The Board in general felt that the District should stay neutral in the matter given that the development would put more students into schools that are already overcrowded.

#### **2007-08 School Calendar:**

The Board was given the four calendars that the calendar committee will be looking at on March 7<sup>th</sup>. If the committee can come up with the calendar they would like to present to the Superintendent, then the Superintendent will make a recommendation at the March Regular Session. Dr. Jack Adams noted that the committee may come back with a two year calendar, which would be better for future planning purposes.

### **ADJOURN**

The meeting adjourned at approximately 9:30 a.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Board Chairwoman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
SPECIAL SESSION/REGULAR SESSION**

**MINUTES  
March 15, 2007**

On March 15, 2007 a Special Session for the North Santiam School District's Board of Directors began at 6:00 PM with a Regular Session at 7:00 PM. Both meetings were held at the District Office in the Santiam Room located at 1155 North Third Avenue in Stayton.

**SPECIAL SESSION**

**CALL TO ORDER**

Those present included: Dick Morley, Tim McCollister, Tracy Stoutenburg, Laura Wipper, Donald Blades, Dave Kinney, Superintendent—Dr. Jack Adams, and Secretary—Mary Richards.

**BOARD POSITION**

The letters of interest for the Zone 1 board position for the area of Sublimity were included in the board packet. There were originally two applicants for this position; Matt Hill removed himself from consideration due to a job transfer. Board members interviewed Tass Morrison who lives in Sublimity and has an educational background. She has been active in the community and is currently the Director of the Stayton Public Library Foundation.

**Appointment of Board Position:**

**MOTION: Dick Morley made a motion for the Board to appoint Tass Morrison to fill the vacancy of Zone 1, caused by the resignation of Doug Denson. It was seconded by Laura and passed unanimously 6-0.**

**Oath of Office:**

Dr. Jack Adams administered the Oath of Office to Tass Morrison.

**PBS PRESENTATION BY DAVID BOLIN**

Principal of Stayton Elementary School (SES), David Bolin, gave a Positive Behavior System (PBS) presentation to the Board, explaining how schools within the district are having success using "pro-social behavior" to prevent "anti-social behavior". Dave was involved with one of the pilot schools that the University of Oregon used to test the PBS system on. This system changes the philosophy of how staff members view students. It helps to create a positive climate in the school, which both Mari-Linn (ML) and SES have both seen results with right away. The question for teachers when a student is having problems with behavior now shifts to the same thought line as an academic problem for students. Teachers are looking at how they can support the students, monitoring closely any factors that might be interfering with success. Students are being taught in a positive

way instead of a negative way...asking students to “please sit down” instead of “don’t get out of your seat”. Students are being redirected when they are doing something wrong instead of getting an instant punishment. Students are getting 6-8 positive responses from staff to every 1 negative with lots of reminders about expectations.

Earning “B-Bucks” or “Honor Dollars” has been an incentive for students. When they get caught doing something good, they are rewarded and can buy something on special days from the school store or office.

The PBS system is data driven. Teachers are constantly looking at what they can do differently to support students and make them successful. Sometimes that includes modifying the environment. When regular approaches are not successful, student who are having issues with specific behaviors are moved into small groups or one-on-one sessions to relearn the expected behavior.

Communication is going home each week in the SES Newsletter regarding the PBS system. It is important to match both the school and home environments and expectations. Parents are picking up on looking for the positives as they get more involved. When students are having problems, staff members will work together and figure out how to approach the issue differently. Sometimes it is as easy as changing a tone of voice or approaching a student from one side instead of the other. With AD/HD and high level Autism students, even changes in schedules or loud sounds can affect behaviors. Figuring out what is behind a behavior is sometimes difficult.

ML has been looking at their field trips, which are used for bonding and academic reinforcement. Teachers are trying to be inclusive instead of exclusive; staff members are not putting stipulations on student behavior, which might exclude some students from attending. Schools are looking for anything and everything that is positive about a student as they support good behavior or help change anti-social behavior. A parent night is being set up for sometime in April to explain the new program and answer questions. All parents in the District are welcome to attend.

### **ADJOURN**

The Special Session was adjourned at 7:00 p.m.

## **REGULAR SESSION**

### **CALL TO ORDER, PLEDGE, ROLL CALL**

All board members listed above were in attendance at the Regular Session. They were joined by new newly sworn in board member—Tass Morrison.

### **SPOTLIGHT**

#### **School Board Appreciation Month:**

Due to an oversight, NSSD did not receive the proclamation designating January as School Board Appreciation Month from the governor’s office. Each member of the Board of Directors for the North Santiam School District is very much appreciated! School administrators, teachers, and students gave board members thank you notes, cards, candy, and shamrocks. Members of Rodney Weeks’ woods class gave each board member a

beautifully handcrafted wooden pen and case. Coffee, punch and cake was served at the meeting.

### **COMMUNICATION**

#### **Superintendent's Report:**

The March Board Report was included in the board packet. The report is largely based on the information received during the monthly Management Team meeting held on the first Wednesday of each month. Additionally, MT members submitted reports about their departments or schools that are attached to the Superintendent's report. Board members were encouraged to attend a MT meeting if they have not done so already.

Mark Miller, president of the Certified/Licensed Union gave the Board a letter requesting to re-open negotiations on the subject of insurance. Board members Tim McCollister, Laura Wipper, and Dick Morley will meet with representatives within a short period of time. However, the final signing of the legislative bill regarding school employee insurance has not taken place yet and the District is unsure of how that bill will impact insurance costs for staff. Mary will work with Mark to come up with a date for a preliminary meeting.

### **CONSENT AGENDA**

**MOTION: David Kinney made a motion for the Board to approve items 5.1 and 5.2 of the consent agenda (including the approval of the minutes from the February 15, 2007 and March 3, 2007 meetings; and the approval of the revisions to policy: JHFCA, KGC/GBK, GBL, JECB, and JHFDA). It was seconded by Dick Morley and passed unanimously 7-0.**

### **ADDED AGENDA ITEMS**

**The Appointment of New Budget Committee Members** was added under New Business/Action.

**TESA** was added under New Business/Discussion

### **NEW BUSINESS**

#### **ACTION**

#### **Appointment of New Budget Committee Members:**

Doug Middlestetter handed out information on current budget committee membership and the open position. The open position was announced in the newspaper and Doug had one person who has shown interest. John Mack from Sublimity is willing to become a member of the budget committee for the 2007-08, 2008-09, and 2009-10 Budgets.

**MOTION: David Kinney made a motion for the Board to appoint John Mack to the Budget Committee for a 3-year term beginning in May of 2007. It was approved by Laura Wipper and passed unanimously 7-0.**

The Budget committee will be made up of all board members plus the following:

Daren Goin	2007	Greg Loberg	2007
Eric Nichols	2007	Tom Coates	2008
Gina Chandler	2008	Wendy Bradley	2008
John Mack	2009		

### **REPORT/DISCUSSION**

#### **2007-08 School Calendar:**

The calendar committee met on Wednesday, March 6, 2007 to discuss next year's school calendar. The committee is made up of four administrators, four certified, and two classified staff members. They were given four different options to discuss and revise as necessary. The committee also discussed the option of a two-year calendar. These same options were given to the Board as handouts during the March 3, 2007—Special Session for informational purposes. Because of contractual issues surrounding work days and In-service days, union members will have to vote on a change to the contract language before the proposed calendar can be brought back to the Board for approval. To keep the Board updated, a copy of the current recommendation being reviewed by the committee was provided as a handout. The approval of the calendar will be put on the April Regular Session agenda.

#### **TESA:**

Michael Ann McIlvenny reported to the Board regarding the suspension of all Technology Enhanced State Assessment testing (TESA) for the remainder of the school year. In 2006-07 all schools in Oregon were required to use TESA, an on-line testing service that is used to test in math, reading, and science. Some districts were also using the system to test in social studies and high school writing. In early March, because of contractual issues between ODE and the TESA vendor—Vantage, ODE suspended testing. Vantage had been crashing quite often during the month of February and was closed to all Oregon schools by early March. NSSD schools have felt the impact of these problems and have been frustrated trying to get students tested. ODE has announced that all schools will do paper/pencil testing in May to complete the required state assessments. Schools have the option to test or re-test any students in math and reading during this May window. May is a very busy time for all schools, but especially the high school. This will impact senior students who are still trying to get their CIM. Student scores will not be available until the fall. Next year ODE will be using a different vendor for TESA and they expect no further problems with the system.

### **REPORT/DISCUSSION**

#### **Board Awards:**

An email was sent out to board members, seeking input on the interest of adding board awards to the agenda. The consensus of the board was to put it on the agenda for

discussion. During the discussion, it was brought up that there should be some type of criteria set up. The “Spotlight” section on the agenda was originally designed to be a time for the Board to recognize students, but has changed over time. Being visible in schools and able to give students awards during assemblies or activities would be one of the duties of board members if they adopted a school, as previously discussed at the Work Session in January. This item will be put on a future Special Session agenda for further discussion sometime this spring or summer.

#### **SHS Accreditation Rating for 2006-07:**

Charlotte Klampe explained to the Board the new scale used by the Northwest Association of Accredited Schools (NAAS). In the past, high schools either would meet or not meet the standards required to be accredited by NAAS. High schools are now classified as “Approved” when it is in compliance with all the standards, “Approved with Comment” when there is only one deviation from the standards, “Advised” when the school has two deviations from the standards, and “Warned” when the school substantially deviates from two or more standards (also if deviations persist without an attempt to make corrections, or if a school submitted its report very late). SHS received an “Approved” rating based on the report submitted by Charlotte. Comments by NAAS included: “excellent and complete report”, “professional document”, and “a model report”. NAAS accredits 192 high schools in Oregon. The next on-site visit by NAAS will be in 2008-09.

#### **OLD BUSINESS**

##### **REPORTS/DISCUSSION**

##### **Facilities Plan Review: Previous Handouts**

Board members received the Master Facilities Plan in February that was prepared by Tom Hogstad. This document has a lot of historical information; Tom Hogstad is willing to submit a short summary (6-8 pages long) with the longer historical version available on-line for those who want more information. Superintendent, Dr. Jack Adams, stated he could bring the summary back to the Board for approval, along with the longer historical version. Once approved, another vendor would be hired to produce a nice summary document for distribution to the community. This item will be brought back to the Board when the summary is completed by Tom.

#### **INFORMATION ONLY**

##### **Enrollment:**

FTE enrollment as of 03/07/07 was 2394, up 49 students over the projection in September. The actual student count was at 2476 as of March 8, 2007.

**Gifts:**

The Board acknowledged and thanked the following people for their gifts/donations to the District:

Trisch Olsen	Computer System	\$300 Value	Technology Department
Jill Jones	Donation	\$2.76	SES Library
Mary Mitchell	Clothing	\$250 Value	Mari-Linn School
Linda Chase	Printer	\$75 Value	Technology Department
Wendy Smith	Laptop Computer	\$100 Value	Technology Department
Donna Kerr	Monitor	\$100 Value	Technology Department
Steve & Laurie Zimmerman Technology Department		3 Computer Systems	\$1200 Value

**Field Trips:**

A list of requested field trips received over the past month is included in the board packet. There were no overnight field trip requests to be discussed.

**Upcoming Meetings:**

April 19, 2007	Regular Session	7:00 p.m.	Mari-Linn School
April 20, 2007	MT Spring Workshop	4:30 p.m.	DO-Santiam Room
April 21, 2007	MT Spring Workshop	7:00 a.m.	TBA
April 24, 2007	Special Session	6:00 p.m.	DO-Santiam Room

**ADJOURN**

The meeting adjourned at 7:45 p.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Chairwoman

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION- 7:00 PM**

**MINUTES  
April 19, 2007**

The Regular Session for the North Santiam School District's Board of Directors began at 7:00 PM at Mari-Linn School located at 641 5<sup>th</sup> Street in Lyons.

**REGULAR SESSION**

**CALL TO ORDER, PLEDGE, ROLL CALL**

Those present included: Tracy Stoutenburg, Laura Wipper, David Kinney, Dick Morley, Donald Blades, Tim McCollister, Tass Morrison, Superintendent—Dr. Jack Adams, and Secretary—Mary Richards.

**SPOTLIGHT**

First Graders at Mari-Linn School recited several poems for the Board as part of the Mari-Linn School Spotlight.

**COMMUNICATION**

**Superintendent's Report:** A written report was given to the Board in their packet along with additional reports from members of the Management Team for the District.

**Management Team Spring Workshop:** The Board was reminded of the MT Spring Workshop and given the finalized schedule in their board packet.

**Administrative Transfers:** The Board was informed by the Superintendent that Andy Gardner is being transferred from Sublimity Schools to Stayton Middle School as the new principal due to the retirement of Randy LaFollett. Jamie McCarty, the current athletic director and assistant principal at Stayton High School has been appointed as Andy's replacement at Sublimity Schools.

**OSEA Contract Re-Opener:** Gary Rychard, President OSEA, has requested a re-opener on insurance under Article 16 of the Classified Contract. He has stated that the union would like to meet as soon as the District has information on the rates.

**CONSENT AGENDA**

**MOTION: Dick Morley made a motion for the Board to approve the minutes from the March 15, 2007—Regular Session and the acceptance of the resignation of Zane Meek, a teacher at Stayton Elementary School. It was seconded by Dave Kinney and passed unanimously 7-0.**

## **NEW BUSINESS**

### **ACTION**

**Preventative Maintenance Service Contract:** Doug Middlestetter prepared Resolution #041907C for awarding the contract for heating, ventilation and air conditioning preventive maintenance services. An RFP requesting pricing for several different service options was sent out and three companies responded: Alliant Systems, Siemens Building Technologies, and Johnson Controls. A team reviewed all the proposals and recommended Alliant Systems based on the point system as presented in the resolution. Any contract over \$25,000 needs board approval. The last contract went to Siemens, but Alliant Systems is a good company and their bid was substantially lower than Siemens.

**MOTION: David Kinney made a motion for the Board to approve Resolution #041907C, awarding the contract for preventative maintenance to Alliant Systems for the fiscal year of 2007-08. It was seconded by Donald Blades and passed unanimously 7-0.**

## **OLD BUSINESS**

### **ACTION**

#### **Adoption of Facilities Plan and Executive Summary:**

Board members received the full version of the NSSD Long Range Master Facilities Plan with all appendix and supplemental information in February. At the March board meeting, the Board asked for an Executive Summary that would not include all the background information or the supplemental and appendix information, keeping the document between 6-10 pages long. Tom Hogstad put together the Executive Summary that was included in the board packet for review and adoption. Both versions will be placed on the District's website. The District will have the highlights of the summary professionally produced into a brochure that can be handed out to the community. The Long Range Plan is a working document that will be updated in the future as needed.

**MOTION: Donald Blades made a motion for the Board to adopt the North Santiam School District's Long Range Master Facilities Plan and Executive Summary. It was seconded by David Kinney and passed unanimously 7-0.**

#### **Qualified Zone Academy Bond (QZAB) Availability:**

The District participated in the Federal Government's QZAB bonds in 2005, and now has the opportunity to participate in a second QZAB bond sale. This second bond sale is at 1.32 percent interest with 16 years to pay it back. Doug put together information that was included in the board packet. Joey McLiney from Kansas City, Missouri was at the meeting to give the Board all the latest details of the proposed bonds. The current bonds will be used to upgrade some buildings through maintenance projects.

**MOTION: David Kinney made a motion to approve Resolution #041907D, the proposal for the second purchase of QAZB bonds at 1.32% interest. It was seconded by Dick Morley and passed unanimously 7-0.**

**Modular Building Expansion Project:**

The District must address the overcrowding in school buildings until a construction bond is passed. It is time to move ahead to insure that modular classrooms are placed and ready for students before school starts in the fall. Because of a previous bid to Beaverton School District by Modern Building Concepts, the District will not have to go through a bidding process for the “modular building addition” to be placed at the high school. This addition will include two modular buildings and attachments on the east side of the high school campus for classrooms to be used in the 2007-08 school year. The expected cost is \$100,000 each.

**MOTION: Dick Morley made a motion for the Board to authorize the District Superintendent and/or Business Manager to proceed with purchase orders and bids as outlined in Resolution #041907B, including the use of a “permissive cooperative procurement agreement to facilitate the timely purchase and installation of all products and services required to place in service two modular buildings and attachments on the Stayton High School campus for classes for the 2007-08 school year. It was seconded by Donald Blades and passed unanimously 7-0.**

**Extension of Laidlaw Transit Contract—Resolution # 041907A:**

The District’s contract for transportation services expires on June 30, 2007, and it is time to enter into negotiations with Laidlaw Transit, Inc. for an extension of the current contract. The District has done this in the past with changes based on cost-of-living adjustments. A final contract extension will be brought back to the Board for final approval at a future session.

**MOTION: Donald Blades made a motion for the Board to approve Resolution #041907A, authorizing the Superintendent and Business Manager to enter into negotiations with Laidlaw Transit, Inc. to come up with a one year extension to the current student transportation services contract. It was seconded by Laura Wipper and passed unanimously 7-0.**

**INFORMATION ONLY**

**Enrollment:** Student FTE Enrollment as of April 12, 2007 was at 2362 (up 17 from the September projection) with the actual student count at 2444.

**Field Trips:**

A list of field trips is included in the board packet along with the following overnight field trips: The trip to fire school requested with a full itinerary by Lori LaMarshe to take place in March; the outdoor school trip requested by Mari-Linn School with a full itinerary to take place in May.

**Upcoming Meetings: Schedules were included in the board packet**

Budget Meetings	May 2007	Santiam Room/DO	7:00 p.m.
Regular Session	May 17, 2007	Stayton High School	7:00 p.m.

**BOARD REPORTS**

**NSBA Convention Report: Tracy and Laura**

Tracy and Laura have had the opportunity to attend the NSBA Convention. They reported that they learned a lot and had a very good time. There were some great speakers including former President Clinton and actress Jamie Lee Curtis. This conference gave both ladies a different perspective of what being a board member is all about and they would recommend that every board member attend it in the future.

**ADJOURN**

The meeting was adjourned at 8:25 p.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Chairwoman

# **NORTH SANTIAM SCHOOL DISTRICT 29J SPECIAL SESSION**

## **MINUTES May 2, 2007**

The North Santiam School District's Board of Directors met in a Special Session at 6:30 p.m. on May 2, 2007 at the District Office located at 1155 North Third Avenue in Stayton.

### **SPECIAL SESSION**

#### **CALL TO ORDER**

Those present included: Laura Wipper, Dick Morley, David Kinney, Tass Morrison, Donald Blades, Tim McCollister, Secretary—Mary Richards, and Superintendent—Dr. Jack Adams. Tracy Stoutenburg was absent.

#### **CALENDAR UPDATE**

The calendar waivers for the 2007-08 were being voted on and the final results were expected by May 3<sup>rd</sup>. If the waivers pass, the current proposed calendar for 2007-08 will be on the Agenda on May 17<sup>th</sup>. If not, another version will be presented for approval.

#### **BOARD GOALS**

The Board went over its goals as presented during the Spring Workshop and made a few small adjustments. A finalized version of the 2007-08 Board Goals will be presented at the May 17<sup>th</sup> Regular Session for adoption. The Board also simplified the guiding principal as: "Do What Is Best for Kids" and will be looking at changes to the Mission Statement to make it easier to remember.

#### **DISTINGUISHED EDUCATOR AWARDS**

A request was made for the Board to help financially support the Distinguished Educator Awards Night. The consensus of the Board was to fully fund the awards night for this year and to fund it 50% in the future. It was suggested that committee members contact vendors that the District does business with and request continued yearly support for the program.

#### **BOND SURVEY**

Superintendent, Dr. Jack Adams contacted the Oregon Public Affairs Office, which did the last survey for the District on the Bond several years back. They are ready and available to help with a survey. The consensus of the Board was to wait and take a look at the need in 6-8 months.

#### **END OF YEAR BBQ**

The Board asked that an End of the Year BBQ be set up for all staff. Board members will serve and it will be held at one of the buildings. Mary will begin the preparations

with the help of Toni Silbernagel, the Food-Service Director. It will be held on one of the end of the year work days for staff.

**ADJOURN**

The meeting was adjourned at 8:25 p.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Board Chair

**NORTH SANTIAM SCHOOL DISTRICT 29J  
REGULAR SESSION**

**MINUTES  
May 17, 2007**

The Regular Session for the North Santiam School District's Board of Directors began at 7:00 PM in the library at Stayton High School located at 757 W. Locust Street in Stayton.

**REGULAR SESSION**

**CALL TO ORDER, PLEDGE, ROLL CALL**

Those present included: Dick Morley, Tracy Stoutenburg, Tass Morrison, Tim McCollister, Laura Wipper, David Kinney, Superintendent—Dr. Jack Adams, and Secretary—Mary Richards. Donald Blades was absent.

**SPOTLIGHT**

**Stayton High School Diploma Requirements: Charlotte Klampe**

Charlotte Klampe, Principal of Stayton High School, went over the current board policy and explained to the Board the changes to be made over the next few years as required by the state. All students now must have a 'Personal Education Plan' or PEP. Under Division 22's, part of the PEP must be to connect with the community. SHS has added 10 hours of community service per year, as a way for students to meet the criteria. A copy of an updated policy with all the new requirements was presented to the Board and will be brought back in June for final approval.

**COMMUNICATION**

**Superintendent's Report: Dr. Jack Adams**

Superintendent Adams presented the May Board Report with updates from each Management Team member as part of the board packet. Additional information was attached from each member of the Management Team.

**CONSENT AGENDA**

**MOTION: Dick Morley made a motion for the Board to approve consent agenda items 5.1 and 5.2 (including the April 19, 2007—Regular Session and May 2, 2007—Special Session minutes; the acceptance of the resignation of Gayle Clark; and the approval of new hires: Anette Carroll, Pam Lybarger, Michael Proctor, Salvador Munoz, Alyssa Salge, and Chad Meadors). It was seconded by Tass Morrison and passed unanimously 6-0.**

**ADDED AGENDA ITEMS**

Surplus was added as item 7.1a to the agenda.

**NEW BUSINESS—ACTION**

**Language Arts Textbook Adoption: Michael Ann McIlvenny**

Michael Ann presented information on the proposed adoption of the Language Arts Textbooks and the process up to this point. Missy Riesterer, Jeri Harbison, and Kathy Conley explained how the new adoption would be beneficial in the elementary and secondary levels.

The proposed adoption of LA textbooks across the District would be:

K-5/6:	Treasures	McGraw-Hill
6/7-12:	Penguin Literature Series	Pearson Prentice-Hall

A final decision on which textbook to use for grade 6 will be made after further review by those teachers involved. The textbooks on the proposed adoption are on the state approved list and meet all No Child Left Behind requirements, being researched based, explicit and systemic instruction.

**MOTION: David Kinney made a motion for the Board to approve the K-12 Language Arts Adoption of Treasures published by McGraw-Hill and Penguin Literature Series published by Pearson Prentice-Hall, with the acknowledgement that these textbooks have been state approved and meet all NCLB requirements. It was seconded by Tass Morrison and passed unanimously 6-0.**

**Surplus: Michael Ann McIlvenny**

With new adoptions, it is time to weed out old textbooks and library books throughout the District. The District will try to sell back as much as possible to textbook companies that purchase old materials for re-sale. All others will be disposed of within the law.

**MOTION: David Kinney made a motion for the Board to declare any library books and outdated textbooks that are weeded between June 1<sup>st</sup> and September 30<sup>th</sup> of 2007 as surplus, to do with whatever is within the law (selling back to publisher for re-sale and disposal of those with no value). It was seconded by Dick Morley and passed unanimously 6-0.**

**ML Roof Repair—Resolution #051707A: Ron Osborne**

One of the projects to be completed with QZAB funds is the roof repair at Mari-Linn School. RFP's have gone out and Ron Osborne presented information at the meeting along with a resolution. Arrow Roofing and Sheet Metal had the lowest bid of \$77,400. Ron recommended that the Board award the contract to them as described in Resolution #051707A.

**MOTION: David Kinney made a motion for the Board to award the contract to Arrow Roofing & Sheet Metal, Inc. for the Mari-Linn Roof Replacement Project as described in Resolution #051707A. It was seconded by Dick Morley and passed unanimously 6-0.**

**ML Energy Conservation Project—Resolution #051707B: Ron Osborne**

To date, the Energy Conservation Measures (ECM's) for other schools have reduced utility expenditures paid by the District by more than \$90,000 per year. After an energy audit was performed on Mari-Linn School, it was determined that further ECM's were needed at that site. Not only will the District save money on utilities, but it improves the learning environment for students while reducing the maintenance on the current lighting systems. The funding for this project will come from Business Energy Pass-Thru Tax Credits, Utility Incentives, SB1149 Funds, and funds from the Energy Trust of Oregon. Ron Osborne recommended that the Board award the contract for the Phase III Energy Conservation Project, which includes the lighting at Mari-Linn School, to Siemens Building Technologies.

**MOTION: Dick Morley made a motion for the Board to award the contract for the PHASE III Energy Conservation Project to Siemens Building Technologies as described in Resolution #051707B. It was seconded by David Kinney and passed unanimously 6-0.**

**REPORT/DISCUSSION**

**Mission Statement: Board**

At the last Work Session, the Board discussed different options for the Mission Statement. The idea was to get it down to 7-10 words that would be easy for staff and the public to identify with and remember. A list of options generated by board members over the past few weeks was included in the Board packet.

**MOTION: Tass Morrison made a motion for the Board to adopt “Preparing All Students for Continuing Education, Work, and Citizenship” as the new Mission Statement for the District. It was seconded by Laura Wipper /Dick Morley and passed unanimously 6-0.**

**OLD BUSINESS**

**ACTION**

**2007-08 School Calendar Adoption: Michael Ann McIlvenny and Dr. Jack Adams**

A copy of the proposed calendar for the 2007-08 school year was included in the board packet, along with additional information and copies of the waivers approved by the licensed staff. The waivers allowed for a change in the number of In-Service days at the beginning of the year and also the number of work days at the end of the year. A lot of time and effort has gone into bringing the calendar up to date with the needs of the District and gives flexibility for future staff development. These waivers are good only for the 2007-08 school year. Superintendent, Dr. Jack Adams recommended its approval.

**MOTION: Dick Morley made a motion for the Board to approve the calendar and waivers for 2007-08. It was seconded by Tass Morrison and passed unanimously 6-0**

**Adoption of Board Goals:**

At the Work Session on May 2, 2007 the Board reviewed and finalized their goals for the upcoming year. A copy of the goals and their details were included in the board packet for any further discussion. The Board goals are to:

- Offer Effective Educational Programs
- Provide the Best Facilities by Passing a Bond
- Be Relevant to the Community
- Be a Unified District

**MOTION: David Kinney made a motion for the Board to adopt the 2007-08 Board Goals as presented. It was seconded by Tass Morrison and passed unanimously 6-0.**

**By: \_\_\_\_\_ Second: \_\_\_\_\_**

**REPORTS/DISCUSSION**

**Emergency Preparedness: Gary Rychard & Michael Ann McIlvenny**

Gary and Michael Ann updated the Board on the current policy and procedures that are in place for emergency situations like that which recently happened on the campus of Virginia Tech University. Gary discussed how the District works with area agencies in emergency situations. Camera systems, lock downs, aerial photos, disaster planning, crisis manuals, Nextel phones, video tapes of school hallways and escape routes, etc. were all covered. Michael Ann discussed how flight teams are used for counseling students in the aftermath. It was noted that during situations like these, the spokesperson for the District would be the Superintendent or the Associate to the Superintendent. Current policy was also included in the board packet for review and clarification.

**Food Service Update: Doug Middlestetter**

Doug gave the Board an update on the new procedures used in the food service department in the management of funds for higher accountability. The flow chart provided was very informative and showed the five points of custody, with signed transfer and independent verification from both the 'Food Time' computer system and the bank record of deposits.

**INFORMATION ONLY**

**Enrollment:**

As of May 10, 2007 the basic FTE enrollment was at 2356 (still up 11 students from projection in September), and the student count was at 2436.

**Gifts:**

Bob's Design Engineering, Inc. donated a milling machine, tool holders, and hardware to the Skills USA Club at SHS (value: \$19,500). Melanie Stigen donated \$50 to Stayton Elementary School as a United Way Donation. McLiney and Company donated \$500 for use towards maintaining a safe and healthy environment in schools.

**Field Trips:**

A full list of day field trip requests was included in the board packet. Along with the day list was a request for an overnight trip for SHS Seniors on 06/01/07 for the *All Night Drug and Alcohol Free Graduation Party* given each year by parents and volunteers.

**Upcoming Meetings Listed:**

May 24, 2007	Budget Meeting	7:00 p.m.	DO
June 21, 2007	Budget Hearing	6:30 p.m.	DO
June 21, 2007	Regular Session	7:00 p.m.	DO

**BOARD REPORTS**

Tracy Stoutenburg asked that board members consider joining the National School Boards Association. Information was provided in the board packet and it will be placed on the agenda in June for additional discussion and action.

**ADJOURN**

The meeting was adjourned at 9:20 p.m.

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Dr. Jack Adams, Superintendent

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Tracy Stoutenburg, Board Chair

# **NORTH SANTIAM SCHOOL DISTRICT 29J BUDGET HEARING/REGULAR SESSION**

## **MINUTES June 21, 2007**

The North Santiam School District's Board of Directors held a public hearing for the 2007-08 Budget at 6:30 p.m. with the Regular Session for the Board starting at 7:00 p.m. A planned Executive Session under *ORS 192.660 (2) (i)—Performance Evaluations* was canceled. Both the hearing and session were held at the District Office site in the Santiam Room, located at 1155 North Third Avenue in Stayton.

### **BUDGET HEARING**

#### **CALL TO ORDER**

Those present included: Tracy Stoutenburg—Chair, Laura Wipper—Vice Chair, Dick Morley, Tass Morrison, David Kinney, and Donald Blades. Tim McCollister was absent. Also in attendance was: Mike Wagner, Superintendent—Dr. Jack Adams, Board Secretary—Mary Richards, and staff members: Doug Middlestetter, Charlotte Klampe, Andrew Gardner, Michael Ann McIlvenny, Ron Osborne, Teri Butler, Keith Butler, and Diane North.

#### **PUBLIC INPUT**

There was no public input on the budget.

#### **NEW GRANT MONEY**

Michael Ann talked about grant money the District recently received, what can be purchased with the money, the input received from members of the Management Team, and how the money can be used towards goals, etc. The Board discussed the need for an Alumni Coordinator as part of its goal to “connect with the community”. This position doesn't meet the criteria needed to be able to use this particular grant money to support it. However, there is money in the budget to cover the cost of a part-time employee to serve as an Alumni Coordinator.

#### **ENDING FUND BALANCE**

Doug reviewed the size of the general fund's ending balance, its percentage of the budget, and the 5% goal the Board would like to keep as the ending fund balance at the end of each year. David Kinney recommended that the Board increase the balance. Dr. Jack Adams noted that if the Board was to increase it around 10%, that amount would cover the cost of staffing for two months. A resolution was prepared by Doug and presented during the Regular Session for approval.

#### **BUDGET RESOLUTIONS REVIEW**

Doug went over the budget resolutions that were in the board packet, including the handout of the resolution for transferring appropriations. The adoption of these resolutions took place during the Regular Session.

## **ADJOURN BUDGET HEARING**

The hearing adjourned at approximately 7:00 p.m.

## **REGULAR SESSION**

### **CALL TO ORDER, PLEDGE, ROLL CALL**

The Regular Session was called to order at approximately 7:00 p.m. Those present included all those listed above.

### **SPOTLIGHT**

#### **Meth Presentation: Rich Sebens**

The Meth presentation was rescheduled to July 19, 2007.

#### **Director of Maintenance & Grounds: Ron Osborne**

Ron Osborne, the new Director of Maintenance & Grounds, gave a PowerPoint presentation on what will be happening this summer and his new role in the District.

#### **Staff Development Calendar: Michael Ann McIlvenny**

Michael Ann McIlvenny shared with the Board the District's plan for staff development during 2007-08. A calendar of workshops and staff development opportunities was given to the Board as a handout.

### **COMMUNICATION**

#### **Superintendent's Report: Dr. Jack Adams**

As always, a monthly report on the activities of the Management Team was included in the board packet. Additional individual information submitted by team members was attached.

#### **OSBA Trust Fund:**

In early June, Dick, Tass, Mary, Doug and Jack went to visit the office of the Oregon School Boards Association (OSBA) to discuss the Insurance Trust Fund. Jack discussed what he found out showed the Board an example letter that is being sent out by some School Boards across the state. He asked the Board if they would like a letter sent out. The consensus was to send out a letter with some changes and language that fit the information received in early June. Dick and Mary will work on it together and prepare it for board member signatures.

## CONSENT AGENDA

**MOTION:** David Kinney made a motion for the Board to approve consent agenda items 5.1-5.3 (including the minutes of the May 17, 2007—Regular Session and the minutes of the May 24, 2007—Budget Committee Meeting; the approval of new hires Debra Hilfiker, Jeri Phillips, John Hawkins, Lori LaMarche, Tim Widmer, Emily Rowling and the acceptance of the resignations of Mark Janke, Joseph Williams, Ben Light and Sheila Campbell; and the approval of the policy revisions to IKF/IKFC—Graduation Requirements). It was seconded by Dick Morley and passed unanimously 6-0.

### ADDED AGENDA ITEMS

Added to the agenda was OSEA-NSEA Insurance Openers, and Resolutions: Recommended Ending Fund Balance, and Transferring Appropriations

### NEW BUSINESS—ACTION

#### **Adoption of 2007-08 Budget Resolutions:**

Budget Resolutions included: #062107A is to Adopt the Budget, #062107B is Making Appropriations, and #062107C is Imposing and Categorizing Taxes—Combined.

**MOTION:** David Kinney made a motion for the Board to approve Resolution #062107A—Adopting the 2007-08 Budget in the amount of \$28,361,222. It was seconded by Tass Morrison and passed unanimously 6-0.

**MOTION:** David Kinney made a motion for the Board to approve Resolution #062107B Making Appropriations and Resolution #062107C Imposing & Categorizing Taxes—Combined. It was seconded by Laura Wipper and passed unanimously 6-0.

**MOTION:** David Kinney made a motion for the Board to approve Resolution #062107D Transferring Appropriations. It was seconded by Dick Morley and passed unanimously 6-0.

**MOTION:** David Kinney made a motion for the Board to approve Resolution #062107E Recommended Ending Fund Balance with 10% entered as the minimum fund balance reserve. It was seconded by Dick Morley and passed unanimously 6-0.

### **May Election Results:**

After each election the Board must verify that they received the results and accept them as official. A copy of the results was in the board packet.

**MOTION: David Kinney made a motion for the Board to verify the receipt of the abstract from the May 2007 Election and accept it as the official election results. It was seconded by Donald Blades and passed unanimously 6-0.**

### **Thank You to Donald Blades:**

Donald Blades is leaving the Board, and was thanked for his time and effort over the past years. Mike Wagner, the new representative from the Lyons-Mehama area was present at the meeting.

### **REPORT/DISCUSSION**

#### **Policy Adoption/Revision—JGAB & AR Use of Restraint and Seclusion:**

Effective September 1, 2007 school district boards are required to have adopted written policies and procedures pertaining to the use of restraint and seclusion within the District. Districts are required to identify the training programs(s) or systems of physical restraint and seclusion selected for use by district staff and to ensure that appropriate staff members have been trained in the proper use of those specific programs or systems. The recommended policy and administrative rule was in the board packet for review. Michael Ann McIlvenny and Gary Rychard went over the policy with the Board and answered questions.

### **OLD BUSINESS—ACTION**

#### **NSBA Enrollment:**

In April, Tracy and Laura went to the National School Board Association Annual Conference, held in San Francisco. They were very excited when they returned and felt it was a wonderful experience. Tracy suggested that the Board join NSBA. Information on enrollment for the District to become members was passed out at the last meeting. The Board discussed the costs, benefits received and how they differed from OSBA.

**MOTION: Tass Morrison made a motion for the Board to authorize enrollment into the National School Board's Association for 2007-08. It was seconded by Tracy Stoutenburg. Dick Morley, Donald Blades and David Kinney voted no. Tracy Stoutenburg, Tass Morrison, and Laura Wipper voted yes. The motion did not pass (3-3).**

### **REPORTS/DISCUSSION**

#### **Superintendent Evaluation Form:**

An Executive Session had been set up to discuss the Superintendent's 2006-07 Evaluation and contract length. The Superintendent's salary also needed to be adjusted for the new fiscal year. The Board discussed the need to complete the evaluation, using

the currently adopted document, with some adjustment. The Superintendent agreed to wait on the discussion of salary and contract length until August (the expected completion date of the 2006-07 Evaluation). Laura and Donnie set up a frame work for the new Superintendent Evaluation Form that was included in the board packet. It was placed on the agenda for discussion and public input. Additional input may be added during a Special Session that was set up for July 7, 2007 at 8:00 a.m. at the District Office. If ready, the document will be brought back in July for final adoption. The Superintendent noted that he would be out of town on July 7<sup>th</sup> and unable to be at the meeting.

**INFORMATION ONLY**

**Enrollment:**

As of June 14, 2007 basic FTE enrollment was at 2344, which is 1 FTE lower than the projection in September. The actual student count was at 2424.

**Gifts:**

Highland Preschool & PTO donated \$320 to the drama department at SHS. Stayton’s VFW Club donated a popcorn popper for use in the concession stand to SHS.

**Field Trips:**

A list of end of the year field trips was included in the board packet.

**Upcoming Meetings:**

July 7, 2007	Special Session	8:00 AM	District Office
July 19, 2007	Regular Session	7:00 PM	District Office

**BOARD REPORTS**

**Leadership Training In July:**

The OSBA Summer Board Conference will be held July 14<sup>th</sup> and 15<sup>th</sup> in Wilsonville. It is called “Build Your Best Board”. Tass Morrison plans to attend. At the meeting Tracy, Dave, Dick, and Mike also stated that they plan to attend. Laura will be out of town. Mary will contact Tim to see if he wants to go.

**ADJOURN**

The Executive Session was canceled and the meeting adjourned at approximately 10:00 p.m.

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Dr. Jack Adams, Superintendent

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Tass Morrison, Board Vice-Chair