

Regular Board Meeting
Monday, November 14, 2022 6:00 PM Pacific

District Office Conference Room
12850 NW Main Street
Banks, OR 97106

Ron Frame: Present
Corissa Mazurkiewicz: Present
William Moore: Present
Leslee Sipp: Present
Daniel Strelbow: Present

Present: 5.

1. Preliminaries
 - 1.1. Call to order
 - 1.2. Flag Salute
 - 1.3. Roll Call
 - 1.4. Public Welcome/Recognition
 - 1.5. Approval of Agenda
 - 1.6. Banks High School Student Leadership Report
2. Recognitions
 - 2.1. EPA Clean School Bus Rebate Program
3. Audience Comments
 - 3.1. Public Comments
4. Presentations/Reports
 - 4.1. Superintendent's Report
 - 4.2. Budget Report
5. Consent
 - 5.1. Board Minutes
 - 5.2. Routine Personnel Matters

Resignations

None at this time

New Hires

None at this time

Extra Duty

None at this time

Transfers

None at this time

6. Discussion Items
 - 6.1. Policy BDDH, BDDH AR
7. Action Items
 - 7.1. Policy JHCD & JHCD-AR
8. Board Communication

8.1. Individual Board Comments

9. Adjourn

November 2022 Superintendent's Report

Update on Collaborative Groups

- Strategic Planning/Portrait of a Learner and Portrait of a Graduate
 - We have established a steering committee of staff, students, and community members.
 - We have engaged the community in over 10 different focus groups.
 - Focus groups will continue for the next week.
 - Our team will create a community wide survey based on the themes from the focus groups.
 - We will continue to funnel our information into themes and priorities to be used to build our strategies and scorecard.
- Equity Audit Advisory Team
 - Our first meeting of the Equity Audit Advisory Committee meets on the evening of November 17. The team will focus on reporting our outcomes in the areas of academics, attendance, and behavior.
- Long Range Facilities Planning Team
 - Our facilities planning team met for the first time on the evening of November 8.
 - The team developed a set of priorities and discussed how previous plans have begun the work to meet these challenges.
 - The next steps are to better understand the current and future context, in particular, the project dollars from various bond rates and the amount of expected growth to schools in the short and long term futures.
- Instructional Leadership Team (Internal only)
 - We have a team of teachers and administrators investigating the classroom experience with a focus on classroom environment and culture.
 - We are looking to expand our opportunities to dialog around the complexities of instruction and develop a mentorship program to support our staff.

State School Fund in the 2023 - 2025 Biennium

The Banks School District's primary source of revenue is the State School Fund. The total amount of the SSF is determined by the legislature every two years (for the biennium). The amount that each district receives is based on the number of students and to some extent, the needs of the students. The legislature begins by comparing the "Revenue Forecast" with the determined "Current Service Levels" (CSL) for all state agencies.

While there are various groups involved with determining an accurate CSL (the QEM, local lobbyists, etc) for education, the state agency has an internal group making the initial determination. While it is very early in the budgeting process, the state appears to be considering a state school fund of 9.5B for the upcoming biennium. This is an increase of ~ 2.5% compared to the current levels. This CSL is not adequate due to structural flaws in their methods.

- Using historical wages while cost of labor has increased.

- Our classified salaries will increase by 4.75% (certified is pending collective bargaining)
- Not considering the impact of inflation on operating costs.
- Considering the short term nature of Federal Covid Relief Funding
- Not accounting for the disproportionate funding levels over the two years of the biennium. (49% allocated in year 1)

It is clear that the \$9.5B SSF is insufficient. While we will work diligently with our legislative representatives, we will need to consider and be prepared for the impacts that amount will have on the district. As you know, our budget process is collaborative and ultimately approved by the Board. As we look ahead to possible reductions, here are a few approximations that are specific to Banks School District. We will need to keep these in mind as we hear more specific information coming out of the legislature.

- \$58,000 is the cost to operate the district for a single day (excluding fixed costs like utilities, etc). Keep this number in mind if we get to the point of considering furlough days.
- \$78,500 is the average cost to employ a classroom teacher, including all benefits, etc. Keep this number in mind if we get to the point of considering a reduction in force.
- .02% is the current percentage of the State School Fund that is allocated to Banks. For example, every \$100M change in the SSF equates to approximately \$20,000 to the Banks Budget. Keep this in mind as we hear changes to the proposed budget - First from the Governor by February 1, 2023, then by the “co-chairs” of the Ways and Means Committee.

Preview of the meeting

- Preliminaries
 - We will hear from our high school student representative.
- Recognitions
 - We will celebrate our recent award of over \$4M to increase our use of clean energy transportation.
- Audience Comments
- Presentations/Reports
 - Business Manager Geddes will update the Board on the current budget situation for the district.
- Consent Agenda
- Discussion Items
 - Review and consider changes/updates to Policy BDDH and BDDH - AR. There is not an expectation of action during this meeting. The Policy and AR are expected to be on the December agenda as action items.
- Action Items
 - Policy JHCD and JHCD-AR (RE: Narcan) are on the agenda as a second reading and action item.
- Board Comments


- We will hear comments from the school board.

Banks School District						
Schedule of Resources and Requirements						
October 2022						
General Fund	Function	Description	2022-23 Budget	2022-23 Budget through 10/31/22	Actual through 10/31/2022	% of Budget
Resources	Local	Property taxes, rentals, interest and other miscellaneous revenues	3,790,000.00	20,000.00	22,099.60	110.50%
	Intermediate	County School Funds	25,000.00	12,500.00	21,439.37	171.51%
	State	State, common school fund and other grants in aid	7,329,304.00	3,000,000.00	3,057,954.25	101.93%
	Timber	Timber Revenue	750,000.00	500.00	349.85	69.97%
	Other	Interfund transfers and beginning fund balance	2,300,000.00	2,300,000.00	3,082,084.52	134.00%
	Total		\$14,194,304.00	\$5,333,000.00	\$6,183,927.59	115.96%
Requirements	Salaries	Salaries for all licensed, classified, substitutes, administration and other support staff	5,897,851.51	1,172,975.00	1,167,402.20	99.52%
	Benefits	PERS, social security, workers comp, unemployment, and other contractual employee benefits	3,821,053.00	751,840.00	740,783.97	98.53%
	Purchased Services	Instructional services, rentals, travel out of district, tuition, audit fees, legal fees, copiers, utilities, cleaning, bldg repairs, reimbursable transportation	2,497,600.00	499,520.00	485,157.88	97.12%
	Supplies	Consumable and non consumable supplies, custodian supplies, maint supplies, computer software and hardware	350,050.00	115,000.00	108,790.07	94.60%
	Other	Dues and fees, insurance premiums	153,750.00	125,000.00	123,595.55	98.88%
	Transfers	Transfer from GF to support athletics, food service and repay Buxton Fund	381,300.00	0.00	0.00	100.00%
	Contingency		50,000.00	50,000.00	0.00	0.00%
	Total Appropriated		13,151,604.51	\$2,714,335.00	\$2,625,729.67	96.74%
	Unappropriated Balance		1,042,699.49			
	Total		\$14,194,304.00			



Financial Report – General Fund

July 1, 2022 through
October 31, 2022



General Fund Financial Report Summary

- Report included in packet
- Actual General Fund 22-23 Beginning Fund Balance is calculated to be \$3,082,084.52, \$176,733.35 (5.4%) lower than 21-22
 - This is in line with previous projections. However, this is significantly higher than the \$2,300,000 was budgeted for Beginning Fund Balance in the 22-23 GF Adopted Budget. In addition, the 22-23 GF Adopted Budget includes \$1,042,699.49 in Unappropriated Ending Fund Balance and \$50,000 in Contingency.
 - The 22-23 General Fund Beginning Fund Balance may be adjusted if any journal entries are proposed by the auditors during their visit next week for final fieldwork for the 21-22 financial audit.
- Current General Fund activity for 22-23 as of 10/31 appears to be largely in line with expected budgetary forecasts
- Property Tax revenue has been minimal as the largest payment for 22-23 will be turned over by Washington County in December. Turnovers received through 10/31 have been delinquent tax payments and interest.
- The first of two County School Fund payments have been received and are higher than budgeted. We may receive approximately \$15,000 more in County School Fund revenue than previously expected.
- We have received 5 of our 12 State School Fund distributions, but those estimates have not been adjusted since the initial projections in May 2022.
 - The 22-23 Adopted Budget was largely based on the May 2022 estimate. Enrollment has increased by approximately 30 students compared to 21-22. As such, it is currently expected that actual SSF revenue will exceed budgeted amounts.

Other Business – Good News!

Banks School District was recently chosen as one of 2 recipients in the entire State of Oregon for a United States Environmental Protection Agency **Clean School Bus Program Rebate**.

The total award of **\$4,345,000** will be used to replace 11 busses through our contracted bussing provider Mid Columbia Bus Company.

The new vehicles will be zero-emission electric busses.



BANKS SCHOOL DISTRICT 13

Banks, OR

Regular Session

October 10, 2022

MINUTES

Note: The District will endeavor to provide the following services if requested 48 hours prior to the meeting: qualified bilingual interpreters or qualified sign language interpreters. These services are provided at no cost to recipient. To obtain services, call 503-324-8591 at least 48 hours prior to this meeting.

6:00 PM Regular Session District Board Room

1.0 Preliminaries

- 1.1 Call to Order**
- 1.2 Flag Salute**
- 1.3 Roll Call**
- 1.4 Public Welcome/Recognition**
- 1.5 Approval of Agenda**
- 1.6 [Banks High School Student Leadership Report](#)**

Board chair Frame called the meeting to order at 6:01 p.m., then led the pledge of allegiance. The following were in attendance: Leslee Sipp, Corissa Mazurkiewicz, Ron Frame, Brian Sica, Dustin Geddes, Jacob Pence (BHS), Leann Gallien (BMS), Darla Waitte-Larkin (BMS), Ashley Schoegje (ASB Rep), LaBeth Dudley (MIDCO), Molly Herbst, and 8 members of the public.

ASB Vice President Ashley Schoegje. presented the [Banks High School Student Leadership Report](#)

MOTION: Member Strelbow moved to approve the agenda, Member Sipp seconded, unanimously approved

2.0 Recognitions

2.1 Student Services - Middle School SLC (Darla Waitte-Larkin)

DISCUSSION/KEY POINTS: Darla Waite-Larkin , BMS Principal and Student Services, shared a presentation on the students and staff of Student Services; High Quality inclusive practices and activities. Ms. Waite-Larkin shared a highlight video of students and staff from each building and expressed pride in the SLC program and its staff, students and parents. Students participate in activities such as serving lunch to others, baking items, cooking and shopping for supplies and community outings.

3.0 Audience Comments

3.1 Public Comments

DISCUSSION/KEY POINTS:

Public comment #1 Jody Hailey, resident of Banks SD: Expressed thanks to Dr. Sica for communication and public inclusion. Suggested a format or forum for parent and community input and feedback on issues raised in public comment; requests that the district considers the learning standards of FAIR.

Public Comment #2 Ayla Hofler, resident of Banks SD: Expressed concerns regarding gender policies in regards to enrollment and athletics.

4.0 Presentations/Reports

4.2 [Superintendent's Report \(Brian Sica\)](#)

DISCUSSION/KEY POINTS: Mr. Sica provided and discussed the Superintendent report. Discussed upcoming Equity Audit, Long Range Facility and Steering committees and the guiding principles, objectives and roles of committee members. Discussed prior assessment and timelines as well as funding.

Discussed implementation of Situation Pages within Board Packet and agenda items.

Clarification provided on funding, planning process and reviewing of current maintenance costs for school safety measures. Mr. Sica explained that current funding is designated to personnel and shared potential funding measures. There is no private funding at this time. Dr. Sica has regular meetings planned with the City of Banks

4.1 [Division 22 Assurances \(Brian Sica\)](#)

DISCUSSION/KEY POINTS: Mr. Sica shared and discussed the Division 22 Assurances; the state standards for baseline level of service and compliance. Each year the district reports our compliance with the Division 22 standards for the prior year. Current Division 22, which is reflective of the 2020-2021 school year, included a waiver of essential standards for graduation requirements. Essential skills participation is still required, but not required as a graduation requirement.; Discussed corrective actions regarding Lang Arts curriculum; Out of compliance with Adi's Law and Erin's Law. Discussed corrective action and timeline.

5.0 Consent

- 5.1 Board Minutes: [September 12, 2022](#)
5.2 Routine Personnel Matters

Effective 2022-23 School Year:, 2022

Resignations

Nicole Vanderzanden

New Hires

Mary Driskell, IA, BMS

Emily Walker, IA, BES

Extra Duty

Kyle King - Boys Basketball JV Assistant Coach

Kyle King - Event Management

Kyle King - Assistant Track Coach

Nick Rizzo - Girls Basketball Head Coach

Tyler Carey - Football 1/2 Assistant Coach

Ericka Lepschat - FFA Co-Advisor

Tim Eggleston - FFA Co-Advisor

David Midkiff - Yearbook Advisor

David Midkiff - NHS Advisor

Alison Evans - Band and Vocal Director

Madalyn Hatcher - Drama Director

Transfers

None at this time

MOTION: Member Moore moved to approve the consent agenda, Corissa Mazurkiewz seconded, unanimously approved

6.0 Discussion Items

- 6.1 Policy [JHCD & JHCD-AR](#) (Leann Gallien)
6.2 Policy [BDDH](#), [BDDH R-G1](#) (Brian Sica)

DISCUSSION/KEY POINTS: Discussed revisions to first readings of draft policies:

[JHCD & JHCD-AR](#). Clarification given on language and other similar medications.

[BDDH](#), [BDDH R-G1](#) clarification given on the purpose of revising language which is to provide the Board with a procedure for responding to comments. Member Mazurkiwez motioned to move the first reading to the November Board meeting.

7.0 Action Items

7.1 None at this time

8.0 Board Communication

8.1 Individual Board Comments

DISCUSSION/KEY POINTS:

Board Member Moore - Lots of great information and interaction today Thank you to Mr Sica for his direction and value that he is bringing. Excited and looking forward to the direction we are headed as a District. Kudos to Ms. Waite-Larkin and the SLC program staff as well as Ashley Schoegjeth the ASB Representative's for her ASB presentation.

Board Member Sipp - Excited at the progress and grateful for community participation.

Vice Chair Streblov - Thank you to public attendees and public comment. Looking forward to move forward with facility planning, kudos to the Student Rep for a great presentation.

Board Member Mazurkiewicz - Recognized Indegiginous Peoples Day. Looking forward to building a culture of connection and belonging, inclusion & healing, and wants us to consider how we bring those beliefs to our district vision.

Chair Frame thanked attendees and staff for preparation and participation and is hopeful for more community engagement.

9.0 Adjourn

Meeting adjourned at 7:19

Banks School District #13

12950 NW Main Street, Banks, OR 97106

Office: 503-324-8591 Fax: 503-324-6969

Dr. Brian Sica, Superintendent

School Board Regular Business Meeting

November, 2022

Policy/Situation: The Banks School Board values community involvement and participation in the workings of the District. As such, the Board desires the opportunity to understand community input in more detail than they are currently experiencing. The Board intends to ask clarifying questions, if necessary, to meeting participants and commit to follow up from Board members or District Staff.

Recommendation: The Board reads edits to Policy BDDH (and AR). The Board should ask any relevant questions of staff. No Action is recommended at this reading. The Policy is scheduled as an action item during the December Business meeting.

Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions in a respectful manner with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings. Comments may not warrant action by the Board.

Procedures for Oral Public Comment

The Board establishes the following procedures for public comment at Board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a Board meeting.

1. We are committed to providing an opportunity for Banks School District citizens to make public comments. Public comment / input will be scheduled at regular Board Meetings and is limited to its designated place on the agenda, and while time allows. The Board will limit the public's participation to the public comment section of the agenda. There should not be cross-discussion between the Board and the public during other agenda items.
2. The board will not tolerate any audience comments from staff, students or community members that violate the Banks School District's anti-discrimination policies, including but not limited to statements that are false, untrue, racist, or discriminatory towards any person or group. If an individual makes a comment that violates District policy, the speaker will be told that their comment violates district policy and that they must refrain from making statements that violate District policy. If the speaker refuses to comply, the board may request that the individual leave the board room. If the meeting is taking place virtually, the speaker may be muted if their comments continue to violate District policy.
3. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will do so as directed prior to the Board meeting. A request to give public comment in-person or electronically does not guarantee time will be available.
4. A person giving public comment is limited to an established time limit of five minutes. Statements should be brief and concise. If a person has more comments than time allows or is unable to comment due to time constraints, the person is encouraged to submit additional written comments to the Board through the district office as directed.
5. Each public speaker will identify themselves by name, will state if they are a resident of the district, and if speaking for an organization / group, the name of the organization / group. Each public speaker will submit a form with basic contact information to the Board Secretary before they are recognized to speak.

6. Groups with a common purpose will designate a spokesperson so the same issue is not repeated.
7. A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda.
8. All public comment is to be directed respectfully to the Board through the Chair. Comments will not be directed at any individual board member.
9. Public comment is not a cross-discussion with the Board. However, the board may ask for clarifying questions of the commenter. The Board will not answer questions during the meeting, but will refer questions to the administration or board chair for answer at a later time.
10. All material an audience speaker wants to distribute to Board members must be submitted along with the request to speak submission. No materials will be accepted during or after the speaker's comments. Any material that violates District policy will not be distributed.
11. Comments and inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair, although Board members may ask clarifying questions. Comments and inquiries may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.
12. A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear complaints regarding any individual district staff members in public. All complaints must go through the structure detailed in Policy KL ("Public Complaints") and Procedure KL-AR ("Complaint Form"). The Board chair will direct the public commenter to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.

The Board will not hear public comment at Board work sessions.

Procedures for Written Comment

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email to schoolboardjeff@banks.k12.or.us. Materials or comments submitted at least 72 hours in advance of a Board meeting will be provided to the Board before the Board meeting. Written materials or comments submitted may not warrant action by the Board.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).
 Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).
Baca v. Moreno Valley Unified Sch. Dist., 936 F. Supp. 719 (C.D. Cal. 1996).
Leventhal v. Vista Unified Sch. Dist., 973 F. Supp. 951 (S.D. Cal. 1997).
 Oregon House Bill 2560 (2021).

Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To provide public comment in person, if the opportunity is available on the Board agenda, please sign in on the public comment sheet provided complete and submit the Intent to Speak card to the Board secretary prior to the meeting. Those attending virtually and want to provide public comment should notify the **Superintendent** by submitting an email to jeffl@banks.k12.or.us as directed.

A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda. A person providing public comment will be allowed five minutes. Signing up to provide public comment does not guarantee time will be available.

Any person, who is allowed to speak to the Board during a meeting, should state their name, whether they are a resident of the district and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Comments about a specific employee or group of employees should comply with Board policy BDDH - Public Comment at Board Meetings:

“A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee’s rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.”

SEE FORM ON REVERSE

INTENT TO SPEAK

The Board welcomes input. To provide in-person public comment please submit this completed card to the Board secretary prior the start of the meeting.

Name: _____ Phone: _____

Name of organization (if applicable): _____

Address: _____

Email (optional): _____

Topic or comment to be presented (brief description): _____

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted by the Board regarding personnel may take place in an executive session.

The Board requests that a topic or comment is limited to five minutes or less.