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| Glendale School District No. 77  Glendale School District |  | Regular Meeting  June 17, 2020 – 6:00 pm  Glendale School District Office  10598 Azalea-Glen Road |

**AGENDA/Budget Hearing**

**Call meeting to order @ 6:02pm**

**Budget Hearing for 2020-2021 Proposed Budget (ORS 297.453)**

Caroline asks if there are any public comments in regards to the Budget?

* There were no comments or questions from the public.

Caroline is going to close discussion for the Budget hearing @ 6:03pm

**AGENDA/Regular Session**

1. **Preliminary Business**
   1. Call Meeting to Order at 6:03 pm
   2. Pledge of Allegiance
   3. Roll Call:

**BOARD MEMBERS**

Caroline Lydon-Board Chairman

MacKenzie Perry-Vice Chairman

Samantha Cline-Board Member

Janice Austin-Board Member

Ryan Owens-Board Member

Misty Morningstar-Board Member

Not in attendance- Kenny Kent-Board Member

* 1. **Agenda Review**

Dave would like to add **3.1** Science Grant and remove **3.2** Safe Routes, he cannot make it and would like to come to the next Board meeting, we will add to **5.3 (a)** and **6.1** & **6.2**.

**Ryan motions to accept, Sam seconds-6/0**

1. **Consent Agenda**

**Sam motions to accept, Janice seconds-6/0**

1. **Public Forum/Correspondence/handouts: The board will hear comments by anyone present who wishes to speak on any item not on the agenda, but the board will not necessarily take action at this time. There will be a 3-minute time limit for anyone speaking.**

* Scott Perkins says he knows this was asked at the last Board meeting, but he was told that the District used to own houses to provide use for new teachers and he thinks that it would be a very helpful thing to do in the future to improve our ability to recruit quality faculty. In the prior discussion adequate maintenance of such homes was a big issue, would the District look into hiring local property managers instead of directly maintaining the property and rent from those properties could help cover those costs?

Dave states that he did talk to Scott this afternoon and shared with him that the last District he was in (Roseburg) did purchase about 15-17 houses behind the football field and there are about 7 more that they are wanting to purchase, but they are purchasing those to tear down because they don’t have baseball or softball facilities at the HS. Once those are complete they will tear those down they will put in the field and also a science lab because it goes right to the river. There are a couple of staff members renting them, but they have to open them up to everyone because it cannot be a benefit to a teacher and they cannot benefit from those. We did also talk about a reduction I the amount of 276 million dollars to our budget this year and so we did talk about looking in the future at some sort of opportunity and have the Board consider that, would we do that and if we did looking at property managers.

Sam says that if they do consider that she may have some info on that to discuss with him later.

Caroline says that if it is considered they would have to get together with legal counsel on that subject.

Ryan suggests that they could look at some of the property and rentals around town and perhaps get on the waiting list for them so that they could be first on the list if something does come up.

* 1. **Science Grant, Melissa Madsen**

Melissa would like to share that they were awarded the CTE grant!! She applied for this grant back in November and it has taken a lot of leg work putting out proposals to ODE, interviews with ODE and writing up the grant itself. The grant is designed to help build CTE programs and skills programs for kids and help balance out some of the issues smaller schools have in comparison to larger schools like Roseburg that have much larger facilities. She found out on 6/16/20 that the amount awarded is $125,000 to help build up the shop and the farm and they have some pretty big plans for that and she knows that the kids will be surprised that this came through.

1. **Reports**
   1. **Board**

Misty will be talking about the safe routes and going over information from Josh Cox from Douglas County Public Works. He encourages Glendale to continue to move forward with the competitive grant and there are 3 different types of grants available: the competitive grant which is 87.5% or more of the Safe Routes to school funds, rapid response grant, up to 10% of the funds and project identification grant which is up to 2.5% of the funds. What we need to do is contact an ODOT person to help guide us through the process and they do that for no charge and Mr. Hanson can initiate a letter and then the county will need to write a letter of intent and they have matching funds if we meet the criteria we could be eligible for up to 20% and if not 40%, the county only has so much money available for matching funds. They score your application on these items: the effected school is located in the city with a population of 5,000 or fewer, the effected school has 40% or more students eligible for free or reduced lunch, the project reduces hazards within a priority safety corridor and in order to qualify as a priority safety corridor the project must be located on or addressed barrier to students walking/biking to school on a road where the posted speed or 85th percentile speed of traffic is 40mph or greater, the posted speed limit is 30mph or greater, more than 2 lanes or a crossing distance grater that 30ft, 12,000 annual or greater average daily traffic, has a demonstrated history of crashes related to school traffic. There is a lot of stuff to do and there is a lot of stuff that needs to be done, too much for her and she doesn’t really understand the grant process and she would be glad to hand it over to Mr. Hanson.

Dave states that the fact they have to walk on a road from a mill with mill trucks should help our chances.

Misty says that there are no street lights or marked crossings on that road and also a lot of foot traffic to and from the trailer park.

* 1. **Superintendent**

Dave states that he was just sharing with some folks today and Caroline, how strange it was to end the year without saying goodbye to the kids on the buses because it is really a big event when you’re at a school. Some kids are in tears because school is a safe haven for them and it was just a strange year when you have to shift gears in the middle of the year and having to end the year without saying goodbye to all of our students. Our two new principals had to change everything in March and then they don’t get the fun of saying goodbye, have a good summer and see you next year and that is difficult to not do that. There were so many things that weren’t able to happen because of the COVID crisis and our hope is next year will end much better than this year dis as far as having students in the buildings. We continue to have zoom meetings after zoom meetings with more information and what we need to prepare for, there is a 72-page document that he and the administration, licensed and classified staff will be a part of and talk about our plan on how to look forward because we really are tasked with looking at regular school, hybrid school or all distance learning. In his zoom today with the county superintendents Roseburg is looking at Elementary will have school and HS and secondary schools will still be on distance learning and not coming in at all. Our benefit is that we have smaller class sizes so there is a good chance that we could get all of our Elementary for sure into our classrooms so we are looking at that and all the meals served in the classrooms. Secondary they are looking at modifying schedules to extend passing to 10 min instead of 2 or 3 min, it has been a lot of work for the administrators and he appreciates all of the efforts of Dan and Jesse keeping up on and we have a lot of work to do to get our plan completes by 8/15/20. ODE does not approve the plans, they accept the plans and in our zoom meeting today with the county and Dr. Dannenhoffer was on for the first 30min and they were surprised that he mentioned that they wouldn’t be approving those plans. They have been given lists of all the people they would have to approve and there are 144 agencies that they would have to approve and they didn’t give them any direction on that or any additional man power of additional funding to do that, so they said that they will be accepting the plans, somewhat like ODE will be doing, but our local health agency has to at least accept the plans. At this point we were told they will accept them in August, but that could change between now and August because he knows that ODE will be tasks with and if they want them to look through and except them they will need additional resources. You may have seen in the news that there is a spike in cases, fortunately the biggest spike is in Union County, 300 new cases from 1 church related event there. Here in Douglas county we are lucky we have not had any new cases for a while and lucky that we have not a had a huge outbreak like other counties have had. We will be able to make decisions by counties and even by districts in counties so as long as Glendale continues to have no cases it will award us with more status and decision making in what we do.

* 1. **Budget Director**

Caroline wants to know when Racheal is out on vacation or if she is out sick, because she said she is taking a vacation in January, who does he job for her and approves our PO’s?

Racheal says it depends, if they are needed right away her supervisor can approve them, otherwise they sit there and wait until she gets back. Most of time when she is gone it correlates with a long weekend for the school, so she tries to plan when she is gone so it doesn’t disrupt things.

1. **Old Business**
   1. **Grant Work Update**

Dave states that even those this is on here and he knows Racheal has been closing out grants with ODE also because they get the numbers from her, but there really has not been a lot of action or spending at all. There were some incentives that were purchased and we are giving them to students who really did an outstanding job during distance learning just like we would have done if they were in school and we do want to reward them for their participation. Dave asks Dan and Jesse what percentage of students they could not reach at all during this time?

Dan says probably 5% for him.

Jesse says that he could not reach 5 students total.

Dave states that we were able to contact most and he knows that some had moved out of the community and so those were some of the students that couldn’t be reached. For the most part we did an amazing job getting information out to the students, the admin, teachers and staff went above and beyond and also with getting the Chromebooks out, as of yesterday we were only short about 6 out of 140 at the Elementary and 1.5 came back damaged (½ was because the cord was not returned)

* 1. **SIA Grant Update**

Dave states again that we are on hold on the determination on what that grant might be, it is our hope that we will be able to hire 2 teachers we would like to get another teacher in the middle school at the HS campus because having 2 will be really tight in what they can do. We do have to separate Charter from the JH because we are getting charter dollars for charter students and those middle school students are not under the charter school. It will really benefit us to receive enough from that grant to hire additional staff members and we probably won’t know that until the end of this month or the middle of July. They are calling a special session on the 24th but we did hear that we may be funded around 60% out of $382,000 so we will find out then.

* 1. **Bond Update & Timeline**

Dave would like to say he is still very excited and wants to thank everyone for all the hard work going into this Bond and he is glad we decided to leave it on the ballot and push forward! He and Racheal will be busy towards the end of this month with emails and phone calls, but we will not be able to go out and sell the bond until we receive the money sometime in August.

Racheal states that it will probably be mid to late August before we can put our bond out to bid, it will be a live auction that can be watched and if anyone is interested in watching just let her know it will be on 8/18/20.

Dave says it is an interesting process and one of the good things for us is interest rates are so low right now they are not getting interest in other areas so they’ll look for bonds to get a little bit more than what they would get on the market and so we are hoping that will benefit us.

Racheal states that there is a rating the District gets the Oregon School Bond Guarantee that allows us to attach ourselves to the state rating which is a AA+, so basically it’s the states guarantee that we are good enough and they support our Bond.

Caroline asks if the Bond isn’t selling until August, can bids go out during the summer or do we have to wait for the bond to sell to do that?

Racheal says she does not think we have to wait, but we cannot so any work that expends dollars, so if the provider will come out and quote for free we can do that. She will be working with Oregon Energy Trust during this time to see what they portion they will help us out with also.

Dave states that we do have a lot of window projects that can be turned in to Oregon Energy Trust and we will get matching dollars up to $500,000.

Racheal says they have to come out and do an assessment to see how much energy we use and how much energy we will save by putting these types of windows in and what our savings will be and she believes it is a 6-week process to see what they will approve us for.

Ryan says he believes that we have time limit on when we have to use this money and get these projects done…is it 3 years.

Racheal says that it is a percentage that you have to spend within those 3 years.

Ryan says we cannot expect our administration or a current staff member to make sure that these projects are being done, but who is going to spearhead these projects and getting quotes to make sure that it is being done efficiently?

Dave states that he has a very good friend in Roseburg who is an architect and he has done over $200 million dollars in projects Sam Keizer and he has done 50 secure school entries, so most district will hire a project manager and usually it is for a really big bond like a $15-million-dollar bond and he made about $75,000 to do that. We will not be able to spend $75,000 to do that and we don’t need a fulltime one, but as we get a little further down in the agenda we may be talking about how a district employee could work with that person and the contractors. We will also be looking at going out for bids and a lot of things in the winter because a lot of construction companies don’t have a lot coming in even for projects being completed next spring or summer, but getting bids in the winter which would get us better prices. We will determine that if the board approves a full time maintenance person instead of a half time and that’s the person we would tie to work with the contractors, the district and the projects.

**(a)Resolution 20-04**

Caroline presents to the Board Resolution 20-04 as presented-the Board authorizing the sale of the Bond, what the Bond will be used for and how they are going to be paid back.

**Sam motions to accept, MacKenzie seconds-6/0**

* 1. **Board Goals**

Caroline states that the Board will be going over and creating new Board goals next month-we will remove the Bond from the Goals as it has been completed!!

* 1. **Board Timeline Review**

Caroline states that the timeline as it stands needs some changes:

* Superintendent Review needs to be moved from July to April. Selecting new Budget members was added to April.
* Move GSD survey to September.
* Add in District and Board Goals to Action list for September.
* Move 5-day school week to October.
* Adding additional staffing-Complete

* 1. **What will the 2020-21 School Year Look Like?**

Dave states that they did a mock up in the classroom because the students are supposed to have 35 sq. ft., which is just under 6x6 and he thinks that the largest classroom at the Elem will be 22 and we figure we will be able to get all of them in. Transportation will be an issue; however, they have changed some of the verbiage to say 3 ft. away from each other on the bus is recommended and so Nena’s bus will need to be spit up because that is a very full bus. If we get the states blessing will try to have school 4 days a week in the buildings if at all possible so that’s what we are going to work towards. The JH and HS is going to be difficult they would like us to move staff and teacher, but this is not possible with science because of labs. We also have to clean and disinfect all the desks and chairs in between classes and so all of those things will be planned out in the next 2 months. There are going to be a lot of things required that are also going to require more people and time so the day custodians will be spending most of the day disinfecting and cleaning the classrooms and the hallways. Ode is working 7 days a week and we need to make sure that staff are being protected and it is recommended that they wear masks, kids will be optional and 3rd- 12th would be required to wear masks but he latest is that the students have the option of wearing one and they cannot be forced to wear them and we cannot prevent them from accessing their education. What they haven’t said is does that mean they can’t access their education at the school because they’re not wearing a mask or they’re going to be doing distance learning because they don’t want to wear a mask? He believes that it will fall under they will be able to come to school and we can’t force them to wear a mask. This is why the safe distancing needs to be monitored once we get to the fall, again we will start on this plan and we will think we have it all right and then at the end of July we get a wrench thrown in it and we have to look at changing something. It will be a lot of work for the administrators and we will be paying staff to come in because their contracts are over, we will have licensed and classified staff on that team and we will like and also the custodial team because they need to know what will be required with cleaning. It is everything from regular school Mon, Tues, Wed, Thurs and Dan had shared some districts are having students come in Mon & Tues nobody in on Wed and then Thurs, Fri so that they can fully disinfect the school between those days due to 2 different populations. They are referring them as “cohorts” which mainly applies to the HS & JH because they change classrooms, but we need to be able to document who was where and who all was in that class with them in case there is an outbreak. We will do the best we can to have the plan we can in the state.

Misty asks about the acrylic sheets between the students for the bus, has he thought about that at all?

Dave says it is something that they will be looking at and planning for our options and if so how do we do it, there will definitely be that around the bus driver. Not to diminish any other position, but we do have a limited number of bus drivers and 1 is resigning, so we are working on getting people licensed this summer.

Misty asks if we will be doing temp checks?

Dave says no, we will not be checking temps and if a kid is coughing, sneezing and seems ill we will be calling their parent to come pick them up.

Janice would like to say thank you to Dave, Dan and Jesse for all the great work they have done and with these 2 their first year as administrators it was like walking into a hornet’s nest and she thinks we are really lucky to have them!

* 1. **Maintenance Position**

Dave states that we have talked about the maintenance position and Racheal did send out numbers of what our costs have been over the years and so you know that we have a current ½ time maintenance person and they have built covers, racks, built shelves for the library worked on sheds and worked on sites fixing things like that, but the recommendation is that we hire a full time person.

Caroline asks if this was budgeted in the budget, an additional maintenance person?

Sam asks if the document is for services outside of this for labor, not materials?

Racheal says yes just labor services, not materials.

Sam says that an average of $42,000 a year…

Racheal says yes, correct.

Misty asks how long have we had a half time maintenance person for?

Dave says 2 years, this year.

Misty says that cost needs to be added into this figure also?

Dave says no, these figures are for services that we spent on a licensed person to come and do services.

Ryan wants to know how these costs correlates to hiring a full time maintenance person?

Racheal says that there are some things/costs that would be offset by hiring a maintenance person like a toilet backed up or a broken lock or a light fixture. There are things that would not be able to offset it and we would need a licensed person to come and do.

Caroline asks if it is a little thing who do we have fix it?

Dave says it is the custodial staff that will try and then determine whether or not they need to call in someone.

Racheal says that what was budgeted was a 1.5 FTE (1 and ½ bodies) how they want to set that up is up to them and it is at the custodial rate.

Ryan asks if the current maintenance person would step up to be full time?

Dave says that the current one cannot due to SSI.

Ryan asks if we hire a full time person would it be the hope that they would step in and oversee the bond stuff?

Dave says yes it would be the goal to get them trained for that.

Misty states that if we hire someone that is licensed and bonded we would have to pay them so much money and why would they want to come and work here when they can make more money on their own. If they worked for us, the District, they would be under the districts insurance and we could just advertise that we need someone with great experience and they would need to prove it, there are plenty of people like that out there.

MacKenzie states that the salary we budgeted for this person is $33,000 a year full time, not including benefits.

Sam asks what is the number with benefits?

Racheal states that with a full time employee we are required to offer them benefits and the cost is just shy of $70,000. The salary would be $33,500 and the benefits would be $35,500, so almost half.

Sam says for that amount we may not be able to get a really experienced one…

Racheal says it leans more to the benefit package at that amount they would have PERS and benefits and would be a classified union member and so that is where the amount comes from.

Dave states that this is a discussion and action, so if they are directing us to post a position let us know that.

Sam wants to know if this will cover a full time and keep the current ½ time maintenance person also?

Dave said he was under the impression that we were looking for just a full time maintenance person, but Racheal budgeted for both.

Misty asks the board if what they are thinking is that the full time person would oversee the bond work?

Racheal states that it could be a requirement when we post it that that is part of the position.

Dave states that we will definitely put that on there because that is the expectation of this position and if they don’t have all of the experience we would train them.

Misty asks who would train them?

Dave says he knows people and we would have them come down to train them on it.

Ryan wants to know what projects the current maintenance person has taken on so far?

Dave says he has built cabinets, racks in the coolers, shelves in the storage room, bookshelves in the library, fixed the sheds, built a ramp for the food truck and constructed the weight room.

Ryan states that this position is necessary and when you look at all the bond projects that need to get done and our school is very visible to the public, so it is very easy for them to criticize the way our facilities look. We need to have a very good job description and list all of the things that they will be doing is crucial to be successful to see the work that’s accomplished.

Dave says he will get a good job description from Roseburg on what they used for their maintenance person.

MacKenzie just wants to put it in perspective on what we spent plus we currently pay for the half time person and then add in the $70,000 because a lot of the services we paid out are for someone who is certified and the current person could not so them anyways….and she just wants everyone to understand that.

Caroline says that there are things that can be offset, like someone from Grants Pass will charge $150 just for the service charge.

Racheal states that there will be some offset, but some of them won’t be and there are things that have been neglected that needs to be done. This person would be qualified to do things like if there is a leaky roof, so instead of calling someone out just to look at it and say that this person would assess the problem first before calling someone for $150. When the budget was created it took into consideration on what has been spend over the last few years, so it’s not eliminating one to add another she has incorporated all of it.

Dave says it is whether or not they want to hire an additional full time position or make the ½ time position a full time position.

Misty thinks that the position should be a supervisor position.

Dave states that in a lot of districts that position would oversee the custodians also and work with the custodians with projects, but with them being the same classification that wouldn’t be possible because we are not hiring an administrator. They will certainly work hand in hand with the custodians on who can work on what projects, but they would not be able to evaluate the custodial staff.

Ryan asks Racheal in the 16/17 the $68,000 is that because of the boiler?

Racheal states that on the document it states what project and the cost.

Misty asks if we will start having a maintenance schedule?

Dave states that we would walk through with our architect company ORW and look at the things they said we need to fix and we would have that person work off of that list.

Caroline states that like Misty said many meetings ago having a maintenance person would be help with all the projects that have fallen through the cracks.

**Ryan motions to approve a 1.0 FTE, MacKenzie seconds-6/0**

1. **New Business**
   1. **Resolution 20-02** **Adjust 2019-20 Appropriations**

**MacKenzie motions to accept the resolution as presented, Ryan seconds-6/0**

* 1. **Resolution 20-03**

**Sam motions to accept the resolution as presented, Janice seconds-6/0**

* 1. **Staffing Needs**

Dave states that he did not have anyone recommended to be hired we need to see what will happen at the state level with our SIA grant and our State School Support funds and if we do get hit with a reduction currently the amount is $276,000 and it could impact what we are doing with hiring. Schedules have been developed and we are looking at our current IA list and matching those to our needs in the buildings and we will make recommendations at the next board meeting, but until we find out if we have to make cuts he is not comfortable bringing those forward at this time. If the SIA does go through and we get the 60% that would allow us to hire 2 teaching positions so we are waiting until the next meeting.

Ryan asks about the current resignations and what is the plan for those positions?

Dave states that those are already being addressed and Dan is doing interviews next week for a couple positions. We also have the office manager positon at the Elem and Dan is interviewing for that one on Monday and we do have the most recent resignation positions posted and they will most likely see those recommendations in July.

* 1. **Board Resignation Structure**

MacKenzie is resigning from her Vice Chair position and this will be her last Board meeting.

She will be missed and the Board and Dave thank her for her service on the Board.

Caroline would like to discuss whether they should put out a position for her position or if they would like to keep a 6-member Board or go to a 5-member Board.

Ryan does not think that going to 5-member board is a good idea.

Sam agrees with Ryan.

**Sam motions to accept the resignation and to post an open seat on the website, Misty seconds-5/1 Janice does not accept the resignation**

* 1. **Adopt Board Meeting Schedule**

**Ryan motions to accept, Sam seconds-6/0**

* 1. **Licensed CBA**

Dave states that he sent this to the Board Monday evening and they did complete bargaining and he met with Bob last week to finish up the financials we had worked on most of the language before May 20th, but he did let them know that they weren’t going to do the financials until after the May forecast. With what came out in the May forecast and the pending reductions it did impact our bargaining and what we had shared with them and what we would be recommending. What we had offered is what the Classified staff was getting which is 1.5% and they did agree to do 1.5% in years 1, 2 & 3, we did get a 3-year agreement and on insurance we proposed to come out with a $50 increase for year 1 and reopen for years 2 and 3 and we did come to an agreement to increase the $50 for years 1,2 & 3. Other districts that bargained before the may forecast were much healthier than what our is and he know 1 district in the county that got 5% and then the district found out that they would have to be cutting some funds this next year. In those contracts usually where there is a huge impact/ financial change like that there is s reason to go back and re-bargain that and he was very pleased that we came to an agreement.

**Sam motions to accept, Janice seconds-6/0**

* 1. **Board Admin Reports**

Dave states that there was a comment made about the building principals and just doing a written report and the possibility of them sharing highlights from that verbally at the Board meeting or sharing their whole report.

Caroline says it would be nice to hear from them and hear the highlights.

Ryan agrees that it would be nice to hear highlight type information.

1. **Adjournment @ 7:47pm**

**Sam motions to adjourn, Janice seconds-6/0**