

Agenda

- 1.0 Preliminary Business
 - 1.1 Call Meeting to Order @ 6:00 pm
 - 1.2 Pledge of Allegiance
 - 1.3 Roll Call
 - [Attendance](#)
 - Ron Snelling – Board Member
 - Cindy Chanez – Board Member
 - Caroline Lydon – Board Member
 - Justin Callahan – Vice Board Chairman
 - Tom Chanez – Board Chairman
 - Angelyn Pratt – ASB President
 - 1.4 Agenda Review
 - 1.2 some additions to 8.0 citations for the executive session ors 339.356 (2)(h) ors 332.061 (1)b ors 192.660 (2)(k)
 - 1.2 Add an open position for Interim Vice Principal position for the remainder of the school year
- 2.0 Consent Agenda
 - 2.1 Monthly Fiscal Transactions
 - Tom asks Angie if we will be over budget this year. Angie says we are going to come in within budget, there will be revenue coming in that is over what was anticipated. Tom is concerned about salaries. Angie reviews the ending fund balance to affirm the budget.
 - Justin asks if we're waiting on anything else on the bond. Angie notes that the bond spreadsheet is up to date and accurate. Bridget confirms with Angie that there is \$7,000 left to appropriate in the bond. Justin asks if we have completed the spreadsheet with the information regarding not to exceed contracts. Angie says that everything is up to date.
 - 2.2 Board Minutes
 - Tom would like to add to the board minutes, under Executive Session ORS 339.061(1)(b) and ORS 192.660 (2)(k)
 - Correcting the board minutes to change wording to "old fire station" and "on Windy Creek"
 - 2.3 Resignations: none
 - 2.4 Open Positions: Sub Bus Drivers, Interim Vice Principal 24-25
 - 2.5 New Hires: none
 - Cindy motions to approve all but 2.2 Board Minutes, Ron seconds 5/0
 - Cindy motions to approve board minutes with changes, Ron seconds 4/0 1 abstains
- 3.0 Public Forum/Correspondence/handouts: The board will hear comments from 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
 - 3.1 December – Parent concerned about communication of student behavior – Meeting set to discuss with Superintendent
 - Superintendent McMillen did follow up on the parent's concern. Attempts were made to set up a meeting and the parent did not attend.
 - 3.2 Regarding a book donation, Jan Hubler's daughter works at Oregon State teaching on the Holocaust. She was able to publish a book as a resource and reference guide. She would like to donate one of her books to the school history department. Caroline would like to thank her very much. Bridget asks if we can Zoom her to talk with the students.
- 4.0 Reports
 - 4.1 Audit Review Discussion
 - [Ben Cohn & Nicole Truitt from KDP go over the results of the audit.](#)
 - The summary of the audit results are on page 65.
 - There is potential in the future for the audit to be paid for by insurance.

- A requirement in Oregon that any municipality can allow retirees to stay on the districts health plan. The additional cost is known as the implicit medical subsidy.
- Identified several material weaknesses, however there was no noncompliance material to the financial statements.
- Regarding Federal Awards and internal control over major federal programs, no material weaknesses were identified with an unmodified opinion.
- Disclosed no audit findings that need to be reported.
- Audited ESSR as the major program.
- Currently the district does not qualify as a low risk auditee – Ben trusts that will change over the next few years.
- Caroline asks when we became “not low risk” – Ben informs that whenever you spend more than \$750,000 it triggers a second audit to test compliance. Due to ESSR funding, the district went over that threshold.
- Clarification: an unmodified means a clean opinion or the best that you can do.
- Management is responsible for the preparation and fair representation of the financial statements in accordance with GAP that are free from material misstatement.
- Auditor’s responsibilities are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, but not an absolute guarantee. An audit is not a catch all, but only able to look at things on a test basis. The purpose is not to find fraud, it is to find that things are not materially incorrect
- Pg 56: the independent auditors state regulations test of its compliance. Nothing came to the attention that the district was not in compliance.
- Communication with Governance Letter
 - It is about significant matters related to the conduct of the audit. Ben encourages the board to read the full letter when they get the chance
 - There is a summary of the policies. No matters come to their attention that would require them to inform the district of significant unusual transactions or the effect of significant accounting policies in controversial or emerging areas.
 - Accounting estimates are an integral part of the financial statement. Certain accounting estimates are sensitive because of their significance to the financial statements and the possibility of future events. Most sensitive estimates are: management’s estimates of property taxes based on the Douglas County Tax Department, management’s estimate of accumulated depreciation and related expense for the current year, management’s estimate of the useful life of fixed assets, and management’s assets of the net pension liability, based on information provided by the actuaries of PERS.
 - Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were: capital assets, leases, long-term debt, pension and retirement plans, and other post employment benefits. These were significant due to either the magnitude or balance of the accounts or they were considered significant estimates.
 - Regarding audit adjustments and uncorrected misstatements – there were no findings of any uncorrected misstatements other than misstatements that were clearly trivial.
 - Internal control matters are appropriate for the circumstances – they do not express an opinion on the effectiveness of the district’s internal control. There were 3 deficiencies that were considered to be material. All 3 deficiencies could have been into 1 finding, however, they were separated for the benefit of the board in an attempt to provide as much information as possible. The root cause of the findings has already been addressed. Some of it was from moving from one auditor to another, there were issues in terms of timing, and these issues should fall off and they have been discussed fairly thoroughly.
 - Disagreements with management: happy to report they had no such disagreements. Also not aware of any consultations with other accountants. They do discuss a variety of matters and none of the matters caused a difficulty in retention with the auditors.
- Thank you for the opportunity to work with the district again and Ben is happy to answer any additional questions.
 - Caroline questions if the high risk audit is for 2 or 3 years.
 - Ben responds that because the district had findings this year, there would need to be 2 years with no findings and then the high risk audit will drop back off.

4.2 Board

Discussion

Caroline would like to say holidays with the city went wonderfully – a great big huge thank you to the senior class. They did an amazing job with everything that they did, including fundraising and getting the gifts. It was amazing for the kids to pick out what they wanted and their faces were incredible. There was a prep negotiation meeting for classified and certified contracts. Certified has opened up the clause in their contract for COLA. They are working with Angie to get numbers in March to have more information. There

are no decisions at this time. It was a proactive procedure meeting and they responsibly read through the previous contracts.

4.3 ASB Report

Oral Report

ASB is selling Val-o-grams. The assembly has been rescheduled. There will be a rummage sale fundraiser in February. Winter formal will be February 15th in the school hallway. World's Finest Chocolate fundraiser has raised \$728. Devin brings up custodial staff has requests concerning the Rummage Sale and will work with ASB.

4.4 Superintendent

Written Report/Discussion

- Bridget is currently working on the Quarterly Report for the Integrated Plan. She is working with Angie on her components. She is also working on the Early Literacy Plan.
- Setting some meetings for some of our committees, including scheduling a meeting for the equity committee.
- Enjoying being involved as principal at the Middle and High School. Freddy is expected to go home tomorrow.

4.5 PreK - 5th - Elementary Principal

Written Report

- Data to share next month on where the classes are growth wise.
- Thank you to Abigail Morningstar for the Winter Concert.

4.6 6th - 12th - Middle & High School Principal

Written Report

- Did get data back from the student health survey. A big takeaway was that most students felt safe at school. One area that we're focusing on is student-teacher relations. This is a required survey for the State of Oregon. Parents and students have the option to opt out of taking the survey. Parents complained that they did not have sufficient notice. The school sent out an email and official letter, the notice was posted on Facebook, and it was written in the Superintendent's Letter. The high school is looking at having a letter mailed directly home. Overall, the students did not feel that the survey was intrusive.
- Tom has a question regarding "Donuts with the Dean" as to how the teachers are choosing students. Scott notes that this is separate from sports and academics. Teachers choose students based on traits like personal improvement.

4.7 Business Manager

Written Report

4.8 Special Education Director

Written Report

4.9 Athletic Director

Written Report

Had a district athletic director meeting – good feedback with other Athletic Directors and working with our students

4.10 Maintenance Director

Written Report

- Roof has been fixed – 3 weeks without a leak. Clint is waiting for a heavy rain to ensure there are no leaks.
- PACE review is set for January 24th. Clint has been conducting safety meetings with committees at each building. There are no plans to have major construction this summer.

4.11 Transportation Director

Written Report

4.12 Food Service Director

Written Report

5.0 New Business

5.1 Board Appreciation--Thank You

Discussion

Bridget presents the board with gifts from the heart centered around relaxation. The board receives a candle, and lavender infused rice bag.

5.2 Board Evaluations

Discussion

PART 1: Performance Standards

Standard 1 Leadership: Mission, Vision and Goals

- Ron – Excellent Cindy – Excellent Caroline – Excellent
Justin – Excellent Tom – Excellent Vote: Excellent
- Caroline asks who can articulate the mission and goals, notes that everyone can work on it a little bit.

Standard 2 Policy and Governance

- Ron – Excellent Cindy – Good Caroline – Good/Excellent
Justin – Excellent Tom – Excellent Vote: Excellent
- Caroline suggest getting more of the word out there and asks if we have invited the public to board meetings. Tom says yes, they have. Ron suggests putting the dates on the reader board. Both school office staff have access and notices are placed on both school reader boards. Tom notes they are in the process of working on policies.

Standard 3 Community Relations

- Ron – Excellent Cindy – Good Caroline – Good
Justin – Excellent Tom – Excellent Vote: Good/Excellent
- Cindy notes that we are not using enough forums, groups, and media. Caroline says she thinks we can always do better with community relations, maybe we need to as a board. Bridget notes that community is always invited to meetings and when they don't show up, its because we don't have big issues going on. The public shows up they're not happy. Bridget also notes that the board is very present at activities, plays, games, dances, and they are making connections. It's not always about the "big things". Justin agrees that at some point, people need to take it upon themselves to be involved. Bridget asks if Caroline would like to work with her on the State of the District Report planned for the 1st week in February. Caroline agrees.

Standard 4 Cultural Responsiveness and Educational Equity

- Ron – Abstains Cindy – Outstanding Caroline – Excellent
Justin – Excellent Tom – Outstanding Vote: Excellent/Outstanding
- Tom notes it is outstanding that we are having equity meetings

Standard 5 Accountability and Performance Monitoring

- Ron – Excellent Cindy – Good Caroline – Good
Justin – Excellent Tom – Excellent Vote: Excellent

Standard 6 Board Operations: Meetings

- Ron – Excellent Cindy – Excellent Caroline – Excellent
Justin – Excellent Tom – Outstanding Vote: Excellent

Standard 7 Board Operations: Board Member Communications

- Ron – Excellent Cindy – Good Caroline – Needs Improvement/Good
Justin – Good/Excellent Tom – Excellent Vote: Good

Standard 8 Board Operations: Board-Staff Relations

- Ron – Excellent Cindy – Excellent Caroline – Good
Justin – Excellent Tom – Excellent Vote: Excellent

Standard 9 Board Operations: Board-Superintendent Relationships

- Ron – Excellent Cindy – Excellent Caroline – Excellent
Justin – Excellent Tom – Excellent Vote: Excellent
- Bridget feels like there are strong connections and appreciates the conversations that were had and that the focus remains on the kids.

Standard 10 Values, Ethics and Responsibility For Self

- Ron – Excellent Cindy – Outstanding Caroline – Good/Excellent
Justin – Excellent Tom – Excellent Vote: Excellent

Standard 11 Board Systematic Improvement

- Ron – Abstains Cindy – Needs improvement/Good Caroline – Good/Excellent
Justin – Needs Improvement Tom – Good Vote: Needs Improvement/Good
- Caroline notes that the board has never done anything like a board retreat environment with a roundtable discussion to throw around ideas, and look at visions. Justin thinks the board should try to do a retreat with no agenda. Bridget asks if Caroline would lie to schedule something for August. Tom notes that each board member is taking PD's through OSBA individually and should look at attending as a board.

PART 2: GOALS

Goal Statement 1: Student Achievement

- Ron – Excellent Cindy – Good Caroline – Good
Justin – Excellent Tom – Excellent Vote: Excellent
- Ron notes that graduation rates have gone up. Tom says comparatively speaking, student achievement has really improved and we need to recognize that how far we've come.

Goal Statement 2: Financial

- Ron – Good Cindy – Good Caroline – Good
Justin – Good/Excellent Tom – Good/Excellent Vote: Good

Goal Statement 3: Communication and Community Engagement

- Ron – Good Cindy – Good Caroline – Good
Justin – Good Tom – Good Vote: Good

Goal Statement 4: Commitment to our Facilities

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| - Ron – Excellent | Cindy – Excellent | Caroline –Excellent |
| Justin – Excellent | Tom – Excellent | Vote: Excellent |

Goal Statement 5: Board Operations

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| - Ron – Excellent | Cindy – Excellent | Caroline – Good |
| Justin – Excellent | Tom – Excellent | Vote: Excellent |

Goal Statement 6: Vision/Long Term Goals

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| - Ron – Excellent | Cindy – Excellent | Caroline – Good/Excellent |
| Justin – Excellent | Tom – Excellent | Vote: Excellent |

5.3 Superintendent Position

Discussion

- Bridget has informed the board that she is unable to work full time next year. She would like the board to look at what their options and needs are in this position and will honor any decision that the board makes.
- Tom asks if we look for new full-time superintendent or keep Bridget as a part time superintendent.
- Cindy asks if the position has to get posted.
- Caroline recalls the reason we went to a full-time position was due to needing the presence of the superintendent for communication, things were falling apart.
- Cindy brings up that the past superintendent wasn't here half the time.
- Caroline says we need to also look at the fact that we have two principals that are fairly new and they're doing well, but they don't know everything and Bridget has been showing them the ropes. Caroline asks if Bridget is kept part time, would she have the back up needed to get her tasks done? There is a large amount of time that goes into all of the reports that the superintendent has to do and grant work is also time consuming.
- Cindy thinks like a part time superintendent would be fine if it's the right person. Cindy doesn't want to lose Bridget.
- Justin says that Bridget needs to focus on what she needs to do, although selfishly he would like to keep her at some sort of capacity for consistency.
- Ron asks if in a reduced capacity if we can function as we do now?
- Bridget is concerned with answering Ron's question transparently and her priority is to be with her family. She would give her best to the district, however her priorities are changing dramatically for her. Professionally, she doesn't feel like she's done working. She wants the district to look at long term plans instead of short term. She asks the board to look at the hiring process to see if someone fits the criteria and then to decide. Bridget reiterates that she would be willing to do part time.
- Tom notes that looking at a part time position means that we have to look at the two principals picking up the work. Tom suggests allowing the board time to think about it and vote next month. Tom asks how much upheaval can we take in our district?
- Cindy think about it, process it, and decide next month and possibly look at any new superintendents working for one year with a caveat to increase to 2-3 years.
- The board agrees to vote at the next meeting.

5.4 Audit Corrective Action Plans

Discussion/Action

Caroline makes a motion that we accept the audit corrective action plan and have it signed, Cindy seconds 5/0

5.5 Systech – Hubs for Cameras

Discussion/Action

- Proposal to complete our video availability in the district to place in locations we currently don't have them. On the map, red arrows are proposed hub locations, blue arrows are cameras that are in place.
- By not placing the hubs by the baseball field, and the FFA barn, the quote would go down \$2,000.
- These hubs would round out tech surveillance at the high school and we would look at the elementary school next year.
- Clarification: This quote is for just the hubs and not the cameras.
- Caroline notes that if we remove the baseball camera, it would be the only one looking that direction.
- Caroline asks where in the budget the money would be coming from. Justin asks if it can come out of the bond. Angie says bond money or building money can be used. Justin asks if we need other bids Angie says no.
- Cindy exits @ 8:08 pm, reenters @ 8:15 pm
- Scott Perkins specifically requests the baseball hub and FFA hub because we have equipment out there.
- Ron suggests putting signs out stating there is video surveillance.
- Caroline makes a motion to approve the \$6,675 for Systech for the hub, cables, etc. using bond dollars, Ron seconds 5/0

5.6 AD – Funding for Sports Equipment

Discussion/Action

- Devin asks for funds for a large purchase for equipment for the track team to replace the high jump mat that was not previously taken care of. He requests use of the contingency emergency athletic budget. The first proposal comes in at \$10,000-\$12,000 including delivery.
- There is a plan for storage and support. Devin is working with Clint and looking at options for storage in the building, weather proof covers while the equipment is outside for 3 months. The order needs to be placed soon for the team to practice with as the one outside is no longer there due to it being considered a hazard. Another contingency is that coaching is paid at the completion of duty, making sure that inventory and gear has to be stored properly, and then Angie will be notified as to when to release paychecks.
- Caroline says we are over budget on sports and asks where is the secret amount of money?
- Justin says there is a \$200,000 budget that specifies use as an emergency athletic fund. Justin says we need to put money back in the fund, we don't have kids pay to play, and this is a bigger conversation for another day. Justin also says the school should purchase the equipment as the track team needs it, looking for a not to exceed \$12,000 and a way to replace the funds in the account this year.
- Caroline asks how much over budget the district is for athletics.
- Angie says the district is not over budget, but there is only \$2,000 allocated for the rest of the year.
- Cindy moves that we purchase the equipment with the \$12,000 cap with 3 bids, Ron seconds 5/0

6.0 Old Business

6.1 Review of Board Action List/Timeline/Board Goals & District Goals Discussion

- Feb superintendent surveys
- IReady next month

7.0 Q & A from the audience

8.0 Executive Session from last month for citations

Break @ 8:31 pm

10 minute recess

Executive Session - Complaint - ORS 339.356(2)(h)) **ORS 339.061(1)(b)) ORS 192.660 (2)(k))**

1.0 Review Complaint

2.0 Go Back into Regular Session

Move into Regular Session

8.1 Return to regular session @8:57 pm Review Decision/Action
 Caroline makes a motion that Tom will write the response letter, Justin seconds 5/0

9.0 Adjournment 8:58 pm