

Three Rivers School District Board of Directors met for a work session, Tuesday, March 4, 2014 at the District Administrative Office, 8550 New Hope Road, Grants Pass, Josephine County, Oregon at 5:00 p.m.

PRESENT: Ron Crume, Chairperson of the Board, Zone IV  
Kate Dwyer, Member of the Board, Zone I  
Danny York, Member of the Board, Zone II  
Kara Olmo, Member of the Board, Zone III  
Ron Lengwin, Vice-Chair of the Board, Zone V  
Patricia Adams, Superintendent-Clerk  
Debbie Breckner, Director of Human Resources and Athletics  
David Marshall, Director of Support Services  
Dave Valenzuela, Director of K-12 Education and Technology  
Stephanie Allen-Hart, Director of Student Services

PRESENT

Also Present: Debbie Yerby, Kim DeForest, Liz Dolantree, Dave Marks, Keith Haley, Budget Committee Member, Lisa Cross/District Accountant, Jesse Brodchaw, Stuart Parmale, Patricia Krauss, Sally Clements, Linda Kappen, Kevin Marr, Sharon Fisher, and Shelly Quick/Recording Secretary.

ALSO PRESENT

Board Chair Ron Crume called the meeting to order at 5:00 PM and led the audience in the Pledge of Allegiance.

CALL TO ORDER

Board Chair Kara Olmo presented the Consent Agenda. All items on the Consent Agenda may be approved by a single motion unless a member of the Board or the Superintendent requests that an item or items be removed and voted upon separately. Member Olmo made a motion to approve the Consent Agenda. Member Dwyer seconded and the motion passed unanimously.

CONSENT AGENDA

Included on the consent agenda were athletic coaches and a grant request from HVHS teacher/coach Robert Jackson for approval of a grant from the Grants Pass Rotary Club for \$1,500. This grant will help the HV volleyball program purchase new volleyball standards and nets. The old standards are broken and outdated.

Three Rivers School District Financial Audit (Informational)  
The link to the audit document can be found on the Three Rivers School District Business Services department page. [Hhttp://www.threerivers.k12.or.us/education/dept/dept.php?sectionid=2015&](http://www.threerivers.k12.or.us/education/dept/dept.php?sectionid=2015&)

FINANCIAL AUDIT

Board Chair Crume introduced Stuart Parmele, Jessie Bridgham and Michael L. Piels, CPA, LLP. Copies of the audit given to all board members. Stuart Parmele oversees all the audits for their firm, he Introduced Jessie Bridgham who was in charge of this audit. He referred to the report and that on page 54 it summarizes the audit, it lists out the reports that are completed and their opinions they issue on them. They issued the highest level they could issue, the district got an A, there were no material weaknesses or deficiencies related to the audit and financial statements that are to be required to be reported. They did look at Title One, 21st Century and IDEA. Each year those change so they look at major federal programs. We are qualified as a low

risk audit. Our district does a very good job with our student body funds because our business office and superintendent verify records and that we are following district policies. There are some estimates in the financial statements Stewart wanted the board to be aware of. Depreciation, the use of land, buildings and equipment over time. The property taxes, the information we get from the county is an estimate. Retirement costs, early retirement, PERS, these are estimates. They shared "best practices" from other districts. Lisa and her staff are ready when they ask for it. They are ready when the auditors get here, they provide the information. They do work for the board, not for management. If the board has budget or financial questions at any time during the year, they can contact the firm.

SUPERINTENDENT  
SEARCH (CONTINUED)

Greg McKenzie presented a Qualifications Report and the Online Survey results. They have been in the district on Friday, February 21, and Friday, February 28 to do some community engagement. They asked students, staff and community what the vision for the district should be, and where to we need to go. Also what are the improvements the district needs to make and what things for the future they would like to see and what is the profile of what the person we should look for in the superintendent. The survey on line asked the same questions. He reviewed the Qualifications Report. There where 129 people that completed the survey on line and 100 came to a meeting and answered these questions. They are looking for the 20-30 common themes that people across the board are looking for. The spread sheet shows a summary of the focus groups, students, staff and community. The questions about strengths, needs, improvements, priorities, profile and vision for the district. What are the personal qualifications we should be looking for in the next Superintendent. They took all the information that came in from all the areas and came up with their view of what the district is looking for in a Superintendent. Need to discuss salary range and the board needs to come up with a screening committee. They interviewed students from Illinois Valley HS, North Valley HS and Hidden Valley HS about what is important at our schools. Greg and his team reviewed the analysis of all three attendance areas with staff input from all levels. He reviewed Board Policy CBA, Qualifications and Duties of the Superintendent. He reviewed consultant recommendations for qualifications. Here is what people told them we are: there are several small communities in rural Josephine County, we are a gateway to many recreational choices in the valley, it is a place of scenic beauty, there is a family type atmosphere within the schools, we have a dedicated teachers and staff, we have strong arts and music programs, it is a place where the staff knows the kids and families, we have been FBLA State Champions for 12 years, we have been silver and bronze winners, we have a welcoming environment in the schools. What we need to do next is restore programs, build relationships with the community, parents and staff, improve on STEM, AP courses and CTE programs and enhance student opportunities, become a destination where parents want their students to attend, find creative ways to reduce class size, improve graduation rate and update facilities and technology. He reviewed the qualifications the report told them they feel we are looking for as a district. They will develop a brochure with this information and they will be posting in various locations. They are asking for the authority to use what information is there. Some advertising sights may be limited in number of words. Member Olmo stated the search committee should prioritize the findings listed in the Qualifications Report. After the community input portion, the board will discuss further.

COMMUNITY INPUT FOR  
SUPERINTENDENT QUALI-  
FICATIONS

Liz Dolantree, parent asked the board that the search committee include questions about hands on experience regarding Special Educations for interviews. She would like the hiree to explain their understanding of IDEA and how they plan to implement. She would like the hiree to talk about diversity, inclusion and how they have implemented this in past positions.

Presenter Greg McKenzie, Search Consultant, discussed with the board the qualifications for Superintendent. He asked for changes and modifications from the board. They

offered suggestions for changes and corrections in wording. Greg McKenzie summarized changes made by the board. Member Olmo made a motion for qualifications as presented and amended. Member York seconded and the motion passed unanimously.

The range can be \$15,000 Greg McKenzie said he has taken information from the COSA survey and looked at a base salary and 20 different benefit items. The base salary Patty and the last full term superintendent is \$130,000 average and took comparative district salary range. He looked for the districts with the same size state wide and the same number of days and averaged the base salary range. The average/medium salary is \$130,000. Based on this salary survey and they feel our district should adopt a base salary of \$125,000 -\$140,000. The board thought \$120,000—\$135,000 would be better range. Greg recommended \$125,000—\$135,000 range. Member York made a motion that the salary for the Superintendent be \$125,000—\$135,000, seconded by Member Lengin and the motion was passed unanimously. We need a screening committee, on page 4 there is a simple way to chose an appropriate committee. 15—20 people including administrators, teachers, classified, parents/community members. The easiest way to do it is to say to the teachers union give us 4 teachers and to the classified union, give us 4 classified people and ask the building principals to give them the name of a parent that would be willing to serve. These are simple ways to fill the committee. The people on the committee need to know it will be a 6-12 hour commitment of time. Member Dwyer would like the board to come to unanimous agreement on the appointment of the superintendent and she will not be available April 16-18. Paper applications will be screened for qualifications.

ADOPT SALARY RANGE FOR SUPERINTENDENT POSIONT ( CONTINUED)

Presenter Lisa Cross, District Accountant, we did receive our first estimate for next year, she cautioned it is the first estimate as always. The State School Fund Grant came in at \$28,067,278 and what that means in a per student amount is \$340 ADM more than this year. The reason for this is that property taxes have increased about 2% and the additional 100 million dollars approved at the special legislative session in September. It is about \$2.25 million more that what we are receiving currently this year. About \$283,000 is earmarked for Charter Schools. Leaving \$1.9 million to the district in the general fund. There are roll up costs every year they average from 3-4% about \$1.6 million dollars. We are working on the budget right now. Superintendent Adams is working on priorities and the budget process right now. It is encouraging and stable.

STATE SCHOOL FUND ESTIMATE

Due to personal reasons, work and time constraints Ron Crume would like to step down as board chair and he would like to make a motion to nominate Kara Olmo if she would be willing to take this position. Member Olmo would happily accept this position. Member Dwyer seconded the motion and the motion passed unanimously.

BOARD CHAIR

ADJOURN

Adjourn at 6:25 PM

Ron Crume  
Chairperson of the Board

Patricia Adams  
Superintendent-Clerk