

MINUTES
Pendleton School District 16R Board of Directors
REGULAR BOARD MEETING

July 14, 2025

6:00 pm | District Office and Virtual | 107 NW 10th Street, Pendleton, OR 97801

Present: Beth Harrison, Board Chair
Ryan Lehnert
Jill Pace
Ryan DeGrofft
Mason Murphy
Anne Keeler, Vice Chair
Patrick Gregg, (virtual)
Kevin Dinning, Director of Human Resources
Michelle Jones, Director of Business Services
Julie Smith, Director of Special Programs
Ronda Thornburg, Executive Secretary
Michelle Jensen, PhD, Superintendent

Absent: Matt Yoshioka, Director of Curriculum, Instruction, and Assessment (with prior notice)

The meeting was in person and offered virtually.
Due to Chair Gregg's virtual attendance, Vice Chair Harrison conducted the meeting in person.

1. **Opening and Call to Order** *Board Chair*
Vice Chair Harrison welcomed everyone and called the regular board meeting to order at 6:00 p.m.

- 1.1. **Pledge of Allegiance**
The group stood and recited the Pledge of Allegiance.

- 1.2. **Meeting Audio and Video Recorded**
Vice Chair Harrison stated that this meeting is being audio and video recorded.

2. **Swearing in of New Board Member** *Board Chair*
Vice Chair Harrison administered the oath of office to Ryan DeGrofft as per Board Policy BBBB.

I, _____, do solemnly swear (or affirm) that I will support the constitution of the United States, the constitution of the state of Oregon, and the laws thereof, and the policies of the Pendleton School District 16R. I will faithfully and impartially discharge the duties of the office of a school board member, according to the best of my ability, during the term for which I am appointed.

3. **Election of Board Officers** *Board Chair*
 - 3.1. **Board Vice Chair**

Per Policy BC – Organizational Meeting, at the regular Board meeting in July each year, officers for the ensuing year will be nominated. The Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than two years in succession.

Director Lehnert moved that Anne Keeler be elected as Board Vice Chair for the 2025-26 school year. Director Murphy seconded. Motion carried unanimously.

3.2. Board Chair

Per Policy BC – Organizational Meeting, at the regular Board meeting in July each year, officers for the ensuing year will be nominated. The Board will elect one of its members to serve as chair and one to serve as vice chair. No member of the Board may serve as chair more than two years in succession.

Director Pace moved that Beth Harrison be elected as Board Chair for the 2025-26 school year. Director Murphy seconded. Motion carried unanimously.

At this time, Director Harrison continued the meeting as the new Board Chair.

4. Approve School Board Meeting Minutes *Board Chair*

Director Keeler motioned that the minutes of the June 3, 2025 Work Session, the June 9, 2025 Budget Hearing, and the June 9, 2025 Regular Board Meeting be approved as presented. Director Pace seconded. Motion carried unanimously.

5. Approve Board Agenda *Board Chair*

Director Lehnert motioned to approve the July 14, 2025 Regular Board Meeting agenda. Director Keeler seconded. Motion carried unanimously.

6. Correspondence/Communications *Board Chair*

No correspondence.

7. Reports

7.1. Goal 1 – Pursuit of Instructional Excellence

7.1.1. Pendleton Association of Teachers *PAT Representative*
No report.

7.1.2. Oregon School Employees Association *Tammy Hillmick*
Tammy Hillmick did not have a report.

7.2. Goal 2 – Responding to the Needs of All Students

7.2.1. PL874/Indian Education Issues *Kendall Rosario*
No report.

7.2.2. Sodexo Report *Suzanne Howard*
No report.

7.3. Goal 3 – Innovative and Emerging Practices

7.4. Goal 4 – The Pendleton Brand

8. Suggestions and Comments from Visitors *Board Chair*

No suggestions or comments.

9. Action Items

9.1. Superintendent *Michelle Jensen, PhD*

9.1.1. Approve 2025-26 Board Work Sessions and Meeting Dates

Per Policy BD/BDA – Board Meetings, the Board will establish the year's schedule of board meetings no later than the next regular meeting following July 1. The regular board meeting is held at the District Office at 6:00 p.m. every second Monday of the month, and a board work session is held every Tuesday of the month, preceding the board meeting at 8:00 a.m. in the District Office Boardroom. One board meeting is held annually on the Confederated Tribes of the Umatilla Indian Reservation.

It is proposed that the regular board meeting in September be held on the third Monday of the month, due to the annual Pendleton Round-Up and Happy Canyon Show, which takes place during the second full week of September. The November regular board meeting be held on the Confederated Tribes of the Umatilla Indian Reservation.

Director Pace moved the 2025-26 dates for the work sessions and the regular board meetings be approved as presented. Director Lehnert seconded. Motion carried unanimously.

Work Sessions

August 5, 2025
September 2, 2025
October 7, 2025
November 4, 2025
December 2, 2025
January 6, 2026
February 3, 2026
March 3, 2026
April 7, 2026
May 5, 2026
June 2, 2026

Regular Board Meetings

July 14, 2025
August 11, 2025
September 15, 2025
October 13, 2025
November 10, 2025
December 8, 2025
January 12, 2026
February 9, 2026
March 9, 2026
April 13, 2026
May 11, 2026
June 8, 2026

Board Retreat

August 6, 2025

9.1.2. Approve Policies & ARs

- 9.1.2.1. KBA-AR – Public Records Request
- 9.1.2.2. GBN/JBA – Sexual Harassment
- 9.1.2.3. GBN/JBA-AR – Sexual Harassment Complaint Procedure
- 9.1.2.4. JBA/GBN – Sexual Harassment
- 9.1.2.5. JBA/GBN-AR – Sexual Harassment Complaint Procedure

The above-listed policies and administrative rules are being updated to change the name of the superintendent from Kevin Headings to Michelle Jensen.

Director Lehnert moved to approve the above-listed policies and ARs as presented. Director Pace seconded. Motion carried unanimously.

9.2. Business Services *Michelle Jones*

9.2.1. Approve June 30, 2025 Financial Report

Mrs. Jones presented the financials as of June 30, 2025.

Expenditures:

Salaries and benefits reflect final compensation for any staff who are retiring or resigning. Contract Education expenditures are the total cost to the district to provide Pendleton Virtual Learning Academy through InterMountain ESD, and those costs are offset by the collection of revenue through the State School Fund for those students.

Revenues:

Revenue for the fiscal year-end is in line with projections. Property tax collections for 2024/25 were approximately 96%.

Director Murphy motioned that the June 30, 2025 financial reports be approved as presented. Director Pace seconded. Motion carried unanimously.

9.2.2. **Approve Grants**

Mrs. Jones presented the following grant for approval:

Rollin Schimmel Memorial Wrestling	
PHS Wrestling Program – OSU Camp Scholarship	\$2000
Anonymous Donor	
SMS – Scholarship Program	\$1000

Director Murphy motioned that the grants be approved as presented, and a letter of appreciation be sent to each agency. Director Keeler seconded. Motion carried unanimously.

9.2.3. **Approve Continuing Resolution 2026-01**

The Continuing Resolution is presented annually to the Board to establish the basis for conducting district business throughout the fiscal year. Continuing Resolution 2026-01 reflects fiscal year changes, updated substitute rates, and secondary registration fee schedules.

Director Murphy moved that Continuing Resolution 2026-01 be approved as presented. Director Keeler seconded. Motion carried unanimously.

9.2.4. **Approve Surplus Property**

Mrs. Jones recommends the declaration and approval of the surplus property as listed below:

4	piano keyboards – no charging cords
2	autoharps and cases
76	wooden rhythm sticks
6	drums
6	plastic shakers
25	wooden xylophones

Director Lehnert moved that the above-listed property be declared surplus and approved the disposal and/or sale of. Director Pace seconded. Motion carried unanimously.

9.2.5. **Approve Broker of Record Agreement**

The purpose of this agreement is to designate Wheatland Insurance Center as the Broker of Record for the District, which includes an annual fee of 10% of the annual property and liability contributions to PACE. In past years, Wheatland Insurance has been the Broker of Record for the District under the PACE umbrella. This agreement serves as a cost-saving measure to the District through a reduced annual fee of 4%.

Director Gregg recused himself from this motion. Director Murphy moved to approve the Broker of Record Compensation Agreement with Wheatland Insurance Center, Inc. Director Pace seconded. Motion carried unanimously.

9.2.6. **Resolution 2026-02 Supplemental Budget**

Resolution 2026-02 increases the appropriated/adopted Special Revenue budget to account for the award of grant funding for the FFA Land Lab facilities.

Director Murphy motioned to approve Resolution 2026-02 with changes. Director Pace seconded. Motion carried unanimously.

The *New Budget* total on lines ‘Total Special Revenue Funds – Appropriated and Adopted’ should be \$12,882,525. Mrs. Jones will correct the document before signatures.

<u>Requirements</u>	<u>Original Budget</u>	<u>Increase</u>	<u>New Budget</u>
Special Revenue Funds			
2000 Support Services – Appropriated	\$2,134,909	\$100,000	\$2,234,909
Total Special Revenue Funds – Appropriated	\$12,782,525	\$100,000	\$12,782,525
Total Special Revenue Funds - Adopted	\$12,782,525	\$100,000	\$12,782,525
Total Appropriations	\$75,155,586	\$100,000	\$75,255,586
Total Adopted Budget	\$75,970,586	\$100,000	\$76,070,586

<u>Resources</u>	<u>Original Budget</u>	<u>Increase</u>	<u>New Budget</u>
Special Revenue Funds			
Contributions & Donations – R1920	\$274,500	\$100,000	\$374,500

9.3. Human Resources *Kevin Dinning*

9.3.1. Approve Personnel Report

Mr. Dinning presented the personnel report for consideration and action.

NEW HIRE	Certified	Dana DeCasas	Special Education Teacher	WES
		Hayleigh Botkin	Grade 5 Teacher	MES
		Courtney Hanson	Grade 2 Teacher	WES
CONTRACT RENEWAL		Monique Miller	ASL Interpreter	SMS
		Stacey Jacobs	TAPP	WES
		Jill Gregg	ASPIRE Coordinator	PHS
RESIGNATION	Administration	Faith Lindley	Assistant Principal	SHE
	Certified	Shelby Torgeson	Special Education Teacher	SHE
		Emilee Oja	Math Teacher	SMS
	Classified	Matthew Ramirez	Paraprofessional	SHE
		Cassandra Chay	Paraprofessional	WES

Director Gregg recused himself due to a family member’s contract renewal. Director Lehnert moved the personnel recommendations for the July 14, 2025 regular board meeting be approved as presented. Director Keeler seconded. Motion carried unanimously.

10. Information

11. Professional Development Opportunities for Board Members *Board Chair*

11.1. Board Retreat – August 6, 2025 at District Office

Chair Harrison encouraged all board members to attend all day. Retreat begins at 9:00 a.m.

12. Future Meetings *Board Chair*

12.1. Agenda Items for Next Board Meeting

There will be a discussion at the board retreat regarding items for work sessions.

13. Board Member Comments *Board Chair*

Chair Harrison welcomed Ryan DeGrofft and Michelle Jensen.

14. Adjournment *Board Chair*

With no further business brought forward for the good of the order, the meeting adjourned at 6:26 p.m.

Beth Harrison, Board Chair

Michelle Jensen, PhD, Superintendent

Ronda Thornburg, Executive Secretary

Date