

Minutes of Regular Board Meeting  
The Board of Directors  
Pendleton School District 16R

---

A Regular Board Meeting of the Board of Directors of Pendleton School District 16R was held Monday, July 9, 2018, at 6:00 PM in the Board Room at 107 NW 10th St, Pendleton OR 97801.

Present: Dale Freeman, Chair  
Gary George, Vice Chair  
Dave Krumbein  
Lynn Lieuallen  
Debbie McBee  
Michelle Monkman  
Steve Umbarger  
Chris Fritsch, Superintendent  
Julie Smith, Director of Special Services  
Matt Yoshioka, Director of Curriculum, Instruction and Assessment  
Michelle Jones, Director of Business Services  
Ronda Thornburg, Secretary

Chair Freeman informed the audience that anyone wishing to speak before the board will need to sign the register prior to the board meeting. The presentation should be brief and held to no more than 3 minutes.

Opening and Call to Order – Dale Freeman

Chair Freeman called the regular board meeting to order at 6:00 pm.

The group recited the Pledge of Allegiance.

Chair Freeman reminded all in attendance the meeting is being audio recorded.

Minutes of the Meeting – Dale Freeman

Chair Freeman asked if there were any additions or corrections to the minutes of the June 5, 2018 special board meeting, the minutes of the June 11, 2018 special board meeting and the minutes of the June 11, 2018 regular board meeting. A motion to approve the minutes as presented was made by Dave Krumbein, seconded by Michelle Monkman, and approved unanimously by the board.

Approval of Board Agenda – Dale Freeman

Chair Freeman noted an action item, 7.1.2, has been added to the agenda.

A motion that the July 9, 2018 regular board meeting agenda be approved with the addition of item 7.1.2 Board Chair visitation to all school sites was made by Debbie McBee, seconded by Steve Umbarger, and approved unanimously by the board.

Correspondence/Communication – Dale Freeman

No correspondence

Wildhorse Foundation – Chris Fritsch

Superintendent Fritsch welcomed the Wildhorse Foundation Board of Trustees, thanking them for their generous support. Since January of 2017, the Wildhorse Foundation has given over \$58,000 to the

Pendleton School District. Mr. Fritsch presented a certificate of appreciation on behalf of the Pendleton School District.

Pendleton Association of Teachers – John Scanlan  
No representation

Oregon School Employees Association – Teri McCoy  
Mrs. McCoy shared that today, work was started to revamp evaluations working with Superintendent Fritsch and Ronda Smith.

Leave Activity Report – Chris Fritsch  
Superintendent Fritsch reviewed the leave activity for the month of June. This is the final leave report for the 2017-2018 year.

Board Committee Membership and Schedule 2018-2019 – Chris Fritsch  
Superintendent Fritsch presented the board committee membership and schedule that reflects what the board agreed to at the June 19, 2018 retreat. November 19<sup>th</sup> is a week later due to Veterans Day observed on November 12<sup>th</sup> and is usually held at Wildhorse.

PL874/Indian Education Issues – Lloyd Commander  
No representation

Sodexo Report – Suzanne Howard  
Mrs. Howard reported the summer lunch program is feeding more students this year. Today, for the first time, about 60 kids were served out at the Longhouse. Breakfast and lunch are being served at the PELC through August 17, 2018 leaving 1 week between the lunch program closing and when school starts. Washington Elementary was served for 3 weeks. Sodexo also partners with Parks & Rec serving lunches at Pioneer Park and Community Park. Farm to School Grant was extended through summer program. Sodexo reached out to Pilot Rock as they chose not to participate in the summer food program and are feeding their kids that come to Pendleton on the swim bus.

Restraint and Seclusion Report – Julie Smith  
Dr. Smith presented the Restraint and Seclusion Report as required annually in July. The asterisk notates less than 6 students.

Public Relations and Marketing – Gary George and Debbie McBee  
Mrs. McBee reported there was no meeting in June. Gary George is being replaced with Michelle Monkman on the committee.

Suggestions and Comments from Visitors – Dale Freeman  
No comments

Approval of 2018-2019 Board Meeting and Work Session Dates – Chris Fritsch  
Superintendent Fritsch presented the list of dates for the 2018-2019 board meetings and work sessions agreed upon at the June 19, 2018 board retreat. Mr. Fritsch noted the September meeting was moved due to Round Up and the November meeting moved due to Veterans Day. July 2, 2019 was left on the schedule as a work session. OSBA has not yet released the dates for their 2019 summer conference. A motion to approve the 2018-2019 Board Meeting and Work Session Dates as presented was made by Steve Umbarger, seconded by Lynn Lieuallen, and approved unanimously by the board.

Approval of Board Chair Visitation – Dale Freeman

Debbie McBee explained that it is a tradition at the July meeting to vote that the new Board Chair, within the responsibilities as their role, to visit all school sites during the year. A motion was made to approve the Board Chair, Dale Freeman, to visit any school sites in the upcoming 2018-2019 school year as related to board business was made by Debbie McBee, seconded by Dave Krumbein, and approved unanimously by the board.

Financial Report – Michelle Jones

Mrs. Jones reviewed the revenue and expenditure report for June 30, 2018. A motion to approve the June 30, 2018 financial report as presented was made by Michelle Monkman, seconded by Dave Krumbein and approved unanimously by the board.

Grants – Michelle Jones

Mrs. Jones presented the following grants for approval:

Buck Boosters		
PHS – New Equipment for weight room		\$15,000
Pendleton Cattle Barons Weekend		
SMS – Picnic tables supplies for Outdoor School		\$1,000

A motion to approve the receipt of the grants listed with a letter of appreciation sent on behalf of the board was made by Debbie McBee, seconded by Michelle Monkman and approved unanimously by the board.

Gifts – Michelle Jones

Mrs. Jones presented the following gifts for approval:

Donated By: Mac Levy, Edward Jones		
Office furniture, file cabinets		\$4,000
To: Pendleton School District		
Donated By: Buck Boosters		
Scoreboard for varsity softball field		\$13,500
To: Sunridge Middle School		

A motion was made to approve the gifts as listed and a letter of appreciation sent on the behalf of the board was made by Lynn Lieuallen, seconded by Steve Umbarger and approved unanimously by the board.

Carruth Compliance Consulting Contract – Michelle Jones

Mrs. Jones brings the Carruth Compliance Consulting annual contract amendment before the board every July. They are a 3<sup>rd</sup> party administrator overseeing Pendleton School District ensuring they are in compliance with the law. A motion was made to approve the 2018 Amendment #1 to the contract between Pendleton School District and Carruth Compliance Consulting, Inc. be approved as presented by Debbie McBee, seconded by Dave Krumbein, and approved unanimously by the board.

Continuing Resolution 2019-01 – Michelle Jones

Mrs. Jones presented to the board the continuing resolutions for the 2018-2019 school year. She reviewed the changes from the previous year.

**RESOLUTION 2019-01  
Pendleton School District 16R**

**Resolved:** That all actions 3.01 - 3.28 that establishes the basis for conducting the District business be effective July 1, 2018 and be approved as listed.

- 3.1 That Superintendent Chris Fritsch be named the Clerk and Michelle Jones be named the Deputy Clerk and Custodian of Funds for Pendleton School District 16R.
- 3.2 That the Clerk, Chris Fritsch, and the Deputy Clerk, Michelle Jones be authorized to sign checks written on behalf of the Pendleton School District.
- 3.3 That the Chairman and Vice Chairman of the Board, Superintendent/Clerk, and Director of Business Services/Deputy Clerk are authorized to execute legal documents on behalf of the District.
- 3.4 That the Board of Directors of Pendleton School District 16R hereby authorizes the signatures of Michelle Jones and Chris Fritsch on all checks or other orders for payment of money drawn in this District's name. The Board of Directors further authorizes the facsimile signature of Michelle Jones on checks.
- 3.5 That approval be granted for payment of District payroll accounts when due, as governed by District fiscal policies.
- 3.6 That approval be granted for payment of District fiscal accounts when due, as governed by District policies.
- 3.7 That in accordance with ORS 328.260.2, the US Bank, Bank of America, Wells Fargo Bank, and the Oregon Local Government Investment Pool shall be designated as the depositories for the Bond Interest and Redemption Fund of District 16R for the year 2018-2019. Those funds so designated will be deposited into that account and irrevocably pledged for payment of principal and interest of the bonds or coupons thereto.
- 3.8 That the Board of Directors of Pendleton School District 16R designates the following institutions as depositories for any and all funds received and/or disbursed on behalf of the District in 2018-2019.  
  
US Bank  
Bank of the West  
State of Oregon-Local Government Investment Pool  
Community Bank of Pendleton  
Oregon First Community Credit Union  
Columbia State Bank  
Wells Fargo Bank
- 3.9 That Michelle Jones is designated as the Authorized Agent for P.L. 874 and that the, Superintendent/Clerk Chris Fritsch and Michelle Jones are authorized to sign federal applications and project forms on behalf of the District for projects authorized by the Board.
- 3.10 That Deputy Clerk, Michelle Jones be named the Budget Officer for the District.

- 3.11 That school district officials be authorized to invest surplus funds in time certificates or interest bearing accounts with and through institutions designated as depositories of District funds. All investments shall be made in accordance with and to the fullest extent allowable under O.R.S. Chapter 294, and in accordance with the Board's policy governing the investment of funds.
- 3.12 That Chris Fritsch and Michelle Jones be authorized to secure a \$1,000,000 borrowing line of credit, with the condition the borrowing of funds not occur, in any amount, without prior Board of Directors' approval.
- 3.13 That the fidelity bonding of the Superintendent/Clerk and Deputy Clerk in the amount of \$100,000.00 is authorized as prescribed by Oregon law.
- 3.14 That the regular board meeting will be held at the district office at 6:00 p.m. every second Monday of the month and a board work session will be held every Tuesday of the month preceding the board meeting at 8:00 a.m. in the district office boardroom. One board meeting per year will be held on the Confederated Tribes of the Umatilla Reservation.
- 3.15 That for the 2018-2019 school year the appointment of Wheatland Insurance Company, as the District's insurance agent of record is confirmed.
- 3.16 That Paulsen Environmental Consulting, Inc. to serve as the District's asbestos program managers during 2018-2019.
- 3.17 That the firms Corey, Byler, Rew, et.al., and the Hungerford Law Firm, LLP, be designated as legal representatives of the Pendleton School District during 2018-2019.
- 3.18 The firm of Cockburn and McClintock, LLP be designated as District Auditors of the Pendleton School District during 2018-2019.
- 3.19 That the Pendleton School District hereby authorizes the Superintendent and the Deputy Clerk to acquire surplus property from the Oregon State Agency for Surplus Property under those terms and conditions set forth by state and federal agencies.
- 3.20 That the following fees be charged for the use of the school facilities and staff for non-school organizations and events:
- |                      |   |
|----------------------|---|
| 1. Gymnasium         | \$75.00 per day                                       |
| 2. Cafeteria/Commons | \$50.00 per session (4 hours)                         |
| 3. Auditorium        | \$100.00 per day                                      |
| 4. Kitchen           | \$30.00 per hour for an on-site food service employee |
| 5. Custodial         | \$35.00 per hour (when required)                      |
- 3.21 That it be resolved that inasmuch as the Pendleton Board of Education supports the proposition that it is imperative that all students of this school district be provided an excellent and equal educational opportunity, and that a part of the opportunity is to obtain at the lowest possible cost appropriate nutrition, the Board of Directors of Pendleton School District 16R endorses the participation of the Pendleton School District and its students in the free and reduced price meals segment of the Nutritional School Lunch Program. Be it further resolved that the Pendleton School Board supports the participation of the District in the offer versus serve programs at the elementary and junior high levels as specified by the USDA and the State of Oregon Nutritional Guidelines.

3.22 That it be resolved that the Board authorizes the attendance of Pendleton students in the Pilot Rock, Athena-Weston, Stanfield, Helix, Echo and Hermiston School Districts, when such attendance has been approved by the superintendent or designee, and

Resolved further, that Pilot Rock, Athena-Weston, Stanfield, Helix, Echo and Hermiston students will be accepted by the Pendleton School District when their attendance has been authorized by the superintendent and provided the home district accepts Pendleton students in the same manner.

3.23 Substitute Teacher Rates for 2018-2019 School Year

1. Basic Daily Rate - \$180.09 per day or \$23.24 per hour, as set by the State Department of Education.
2. Long Term Rate (10 consecutive days or more) - \$221.26 per day or \$28.55 per hour. This rate will also be the certified extended contract hourly rate.

3.24 Substitute Classified Rates for 2018-2019 School Year

- |    |                       |                  |
|----|-----------------------|------------------|
| 1. | Educational Assistant | \$10.50 per hour |
| 2. | Courier/Printer       | \$10.50 per hour |
| 3. | Secretary II/III      | \$10.50 per hour |
| 4. | Bookkeeper II/III     | \$10.50 per hour |
| 5. | Custodial/Maintenance | \$10.50 per hour |
| 6. | Music Accompanist     | \$15.00 per hour |

3.25 Extra-Curricular Activity Rates

Announcer (varsity only)	\$30.00/game
Volleyball Lines (varsity only)	\$20.00/game
Scorekeeper	
Varsity	\$30.00/game
Frosh/JV	\$20.00/game
Ticket Taker	\$20.00/game
Football Chain-Gang	\$20.00/game
Game Management	
Varsity	\$50.00/game
Frosh/JV	\$30.00/game

3.26 Per Diem for 2018-2019 School Year

Mileage	Current IRS Allowable Rate
Lodging	To \$93 per night or upon prior approval, actual cost
Meals	Breakfast - \$11.00
	Lunch - \$12.00
	Dinner - \$23.00

3.27 Athletic Fees:

Resolved that an athletic fee be assessed to middle school and high school students. The fee for middle school will be \$55.00 per sport, with a family cap of \$165.00. The fee for high school will be \$90.00 per sport, with a family cap of \$270.00. Students who receive Free and Reduced Lunches are eligible to apply to the athletic director for a reduction in the fees. (This fee is the agreed upon "Pay-for-Play.")

Fee Schedules for 2018-2019 School Year:Sunridge Middle SchoolSIXTH GRADE:

Registration	\$10.00
Spirit t-shirt (optional)	\$5.00
P.E. Fee	\$1.00
Optional Health Center Fee (one-time fee)	\$10.00 payable at registration
P.E. Uniform	\$20.00 (Shirt Only \$10.00/Shorts Only \$10.00)
Art Fee	\$10.00
Instrumental Rental Fee (optional)	\$25.00
Athletic Fee (applicable to Wrestling and Cross Country only)	\$55.00 per sport**
Parent Club (optional)	Donation
Yearbook (optional)	\$10.00
Student Tuition	\$394.95*

SEVENTH GRADE:

Registration	\$10.00
Spirit t-shirt (optional)	\$5.00
P.E. Fee	\$1.00
Optional Health Center Fee (one-time fee)	\$10.00 payable at registration
P.E. Uniform	\$20.00 (Shirt Only \$10.00/Shorts Only \$10.00)
Art Fee	\$10.00
Instrumental Rental Fee (optional)	\$25.00
Athletic Fee	\$55.00 per sport**
7 <sup>th</sup> Grade Exploratory	\$10.00
Parent Club (optional)	Donation
Yearbook (optional)	\$10.00
Student Tuition	\$394.95*

EIGHTH GRADE:

Registration	\$10.00
Spirit t-shirt (optional)	\$5.00
P.E. Fee	\$1.00
Optional Health Center Fee (one-time fee)	\$10.00 payable at registration
P.E. Uniform	\$20.00 (Shirt Only \$10.00/Shorts Only \$10.00)
Art Fee	\$10.00
Instrumental Rental Fee (optional)	\$25.00
Athletic Fee	\$55.00 per sport**
8 <sup>th</sup> Grade Exploratory	\$10.00
Parent Club (optional)	Donation
Yearbook (optional)	\$10.00
Student Tuition	\$394.95*

\*Tuition will be charged to any student for whom the district cannot collect ADM.

\*\*Athletic fees for middle school students will be \$55.00 per sport. Students receiving free or reduced lunches may apply to the athletic director for a reduction in fees.

PENDLETON HIGH SCHOOL

Registration	\$25.00
P.E. Uniform	\$16.00
P.E. Lock	\$5.00
Towel	\$3.00 (per semester, per class or athletic activity)
Art (visual, sculpture, graphic, studio)	\$15.00 per semester
Art I	\$15.00 per semester
Photo I	\$15.00 per semester
Photo 2	\$15.00 per semester
Digital Photo	\$15.00 per semester
Foods/Pro Start	\$25.00 per semester
Metals	\$15.00 per semester
STEM	\$15.00 per semester
Fall Sport	\$90.00 Pay to Play Per Sport **
Winter Sport	\$90.00 Pay to Play Per Sport **
Spring Sport	\$90.00 Pay to Play Per Sport **
Optional Health Center	\$10.00
Parking Permit	\$10.00
Yearling	\$55.00
Student Tuition	\$394.95*

\*Tuition will be charged to any student for whom the district cannot collect ADM.

\*\*Athletic fees will be \$90.00 per sport. Students receiving free or reduced lunches may apply to the athletic director for a reduction in fees.

Lunch Prices: 2018-2019

Breakfast:

Elementary	\$1.25
Sunridge Middle School	\$1.35
High School	\$1.50
Adult	\$1.50
Milk	\$ .60

Lunch:

Elementary	\$2.50
Middle	\$2.70
High School	\$3.00
Adult	\$3.75
Milk	\$ .60

A motion to approve the Continuing Resolution 2019-01 as presented was made by Steve Umbarger, seconded by Michelle Monkman, and approved unanimously by the board.



Personnel Report – Chris Fritsch

Superintendent Fritsch presented the following personnel report for consideration and action:

New Hire Recommendation

Certified:

Kathryn Hall	Special Education Teacher	PHS
Zach Dong	PE/Health Teacher	PHS

Resignation Recommendation

Certified:

Carolyn Bessette	1 <sup>st</sup> Grade Teacher	Washington
------------------	-------------------------------	------------

Extra Duty Recommendation

Boys Basketball:

Zach Dong	Head Boys Basketball Coach	PHS
-----------	----------------------------	-----

Cheerleading:

Brandy Good	Head Cheerleading Coach	PHS
-------------	-------------------------	-----

A motion to approve the personnel recommendations for July 9, 2018 as presented was made by Dave Krumbein, seconded by Michelle Monkman, and approved unanimously by the board.

Professional Development Opportunities for Board Members – Dale Freeman

Chair Freeman reminded the board of the following opportunity:

Summer Board Conference, July 20-22, 2018 at the Bend Riverhouse

Future Meetings – Dale Freeman

There were no agenda items for the August meeting.

Board Member Comments – Dale Freeman

Debbie McBee thanked Michelle Jones for her work on the budget each year.

Adjournment – Dale Freeman

A motion was made to adjourn the meeting by Dave Krumbein, seconded by Michelle Monkman, and approved unanimously by the board.

Meeting was adjourned at 6:35 pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date