

**THREE RIVERS SCHOOL DISTRICT  
BOARD OF DIRECTORS  
BOARD SPECIAL/REGULAR SESSION  
JULY 19, 2018**

Three Rivers School District Board of Directors met for a special session, Thursday, July 19, 2018 at the Weasku Inn, Grants Pass, Josephine County, Oregon.

**PRESENT**

Kate Dwyer, Board Chair  
Paul Kelly, Board Vice Chair  
Danny York, Board Member  
Jennifer Johnstun, Board Member  
Rich Halsted, Board Member  
Dave Valenzuela, Superintendent  
Shelly Quick, Recording Secretary

*Present for afternoon portion:*  
Casey Alderson, Director  
Stephanie Allen-Hart, Director  
JP Richards, Director  
Jessica Durrant, Director

**CALL TO ORDER**

Board Chair Dwyer called the board retreat to order at 8:10 a.m.

**BOARD RETREAT**

The following items were reviewed and discussed in a work shop setting:

- Welcome
  - Superintendent updates
  - Board vision planning and goal review.

*Recess for lunch from 12:00 to 12:30*

- 2018-19 Board goal development with directors.

*Recess at 2:00*

**REGULAR SESSION**

Board Chair Dwyer reconvened to regular session at 2:10 p.m. and led the group in the Pledge of Allegiance.

**AGENDA APPROVAL**

Mr. Kelly made a motion to approve the regular session agenda as presented. Mr. York seconded the motion; the motion passed unanimously.

**CONSENT AGENDA**

Items in the consent agenda will 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.

- Routine Personnel Items – July 2018
- Coaches – July 2018
- Out of State Travel Requests (4)

- Draft Minutes of Previous Meetings:
  - Board Regular Session – March 7, 2018
  - Board Work Session – April 4, 2018
  - Board Regular Session – April 18, 2018
  - Board Regular Session – May 16, 2018
  - Board Regular Session – June 20, 2018

Mr. York made a motion to approve the Consent Agenda as presented. Ms. Johnstun seconded the motion. Ms. Dwyer called for a vote to approve the Consent Agenda and the motion passed unanimously.

## COMMUNITY COMMENTS

There were none.

## ANNUAL BOARD ORGANIZATION

### Election of Board Chair

Mr. Halsted nominated Kate Dwyer for Board Chair. Ms. Johnstun seconded the motion. All voted in favor of Kate Dwyer as Board Chair.

### Election of Board Vice-Chair

Mr. Halsted nominated Jennifer Johnstun. Mr. York seconded. All voted in favor of Jennifer Johnstun as Board Vice Chair.

### Designation of meeting dates, time and places

There was some discussion about the meeting locations, and the board members wanted to add one additional meeting in each attendance area, so there will now be two per area annually.

Mr. York made a motion designate the third Wednesday of the month at 6:00 p.m. for regular board meetings and approve the recommended calendar with the addition of three area location meetings. Mr. Kelly seconded and the motion passed unanimously.

### Annual Board Organization Resolutions

Mr. Kelly made a motion to approve the Annual Organizational Resolutions for 2018-19:

- a. **Designate Executive Officer:** *Superintendent David Valenzuela is the Board's Executive Officer.* Oregon statute specifies that the Board shall designate the chief administrative officer of the district as district clerk. Our policy states that the Superintendent shall act as executive officer of the Board. These designations authorize the superintendent to employ personnel, to sign checks and make salary payments, and to act as custodian of funds.
- b. **Designate Budget Officer and Deputy Clerk:** *Superintendent David Valenzuela is the designated Budget Officer and Deputy Clerk.*
- c. **Designate Board's Official Agent:** *Superintendent David Valenzuela will be the official agent for all matters dealing with federal, state and local government agencies and other education agencies. Policy and practice designates this authority to the superintendent.*
- d. **Designate Depositories for School Funds:** Wells Fargo, Local Government Investment Pool, Washington Federal, Umpqua Bank, Josephine County Treasurer, and Jackson County Treasurer and all other local financial institutions, which meet Oregon collateral requirements, are the designated depositories. These are the existing depositories and have been carried over to the new fiscal year.
- e. **Authorize Facsimile Signature of Custodian of Funds:** Superintendent David Valenzuela facsimile signature be authorized.

- f. **Determine Amounts of Fidelity Bonds of Persons Who Shall Be Bonded:** Superintendent/Business Manager David Valenzuela will be bonded for \$100,000 under current District *Property and Casualty Coverage Criminal Policy*.
- g. **Designate Auditors:** *Kosmatka, Donnelly, and Piels CPA, LLP* is designated as our financial auditors for the 2017-2018 school year.
- h. **Designate Legal Counsel:** *Hungerford Law Firm, LLP* is designated as our legal counsel for the 2017-2018 school year.
- i. **Review status of Local Public Contract Review Board and Rules:** The Three Rivers Board of Directors will act as our review board for the 2017-2018 school year.

Mr. Halsted seconded the motion; the motion passed unanimously.

### **ACTION ITEMS**

- **Board Policies – Second Reading**
  - IKF – *Graduation Requirements*
  - IKF-AR – *Graduation Requirements*

Superintendent Valenzuela explained that this is modified language for our graduation requirements to add the Honors and CTE diplomas. There have not been any changes made since the first reading.

Mr. York made a motion to approve policies IKF and IKF-AR – Graduation Requirements. Mr. Kelly seconded the motion; the motion passed unanimously.

- **RFP #18-002 Vendor Approval (Facility Assessment and Long Range Facility Plan)**

Superintendent Valenzuela explained that this is an RFP for a vendor to conduct the long range facility plan. The company would provide a long range facility assessment on every one of our asset buildings from top to bottom. We have received a \$50,000 grant from the state. The total cost for the proposed vendor is \$93,000. The remaining cost to the district would be \$48,000. The assessment is required to be able to go out for a bond measure.

Mr. York suggested we table the assessment until we can restore two school days. He also wanted to know the grant expiration date and when the survey needs to be done to be on the 2020/2021 election.

Mr. York made a motion to table the vendor approval. Mr. Kelly seconded and the motion passed unanimously.

### **FUTURE AGENDA ITEMS**

- Mr. Halsted requested data on the district's volunteer hours.
- Ms. Dwyer asked to visit the topic of Diversity, Equity and Inclusion. Superintendent Valenzuela and Director Richards will be attending a statewide diversity conference in September and will bring information back to the board.
- Mr. York asked about a possible revised cell phone policy for the district. Mr. Valenzuela shared how District 7 went about moving to the policy after major communication to their families over an extended period of time.

**ADJOURNMENT**

Board Chair Dwyer adjourned the meeting at 2:35 p.m.

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Kate Dwyer  
Board Chair

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David Valenzuela  
Superintendent-Clerk