

NEAH-KAH-NIE SCHOOL DISTRICT 56  
Budget Adoption Meeting 5:30 PM  
June 25, 2018  
Neah-Kah-Nie District Office Board Room

Present

**Present**

**Board Members**

Terry Kelly, Chairman  
Pat Ryan, Vice Chair  
JoDee Ridderbusch  
Carol Mahoney  
Michele Aeder (absent)  
Landon Myers (absent)  
John O'Leary

**District Office Staff**

Paul Erlebach, Superintendent  
Mark Sybouts, Business Manager  
Kathie Sellars, Administrative Assistant

**OFFICIAL MINUTES**

**CALL TO ORDER**

Call to Order

The special board meeting of the Board of Directors of the Neah-Kah-Nie School District was called to order at 5:30 p.m. by chairman Terry Kelly. All present stood for the flag salute.

**APPROVE AGENDA**

Approve Agenda

**M – Ryan/2<sup>nd</sup> Mahoney to approve the agenda as presented. Motion carried unanimously with the five board members present.**

Motion to Approve

Nominations for Chairman and Vice Chairman

Nomination for  
Chairman and Vice  
Chair

**Mr. Ryan nominated Mr. Kelly as Board chairman, Ms. Mahoney provided the second. Nomination carried unanimously with the five members present.**

Motion to Approve

**Mr. Kelly nominated Mr. Ryan as Board vice chair, Mr. O'Leary provided the second. Nomination carried unanimously with the five members present.**

Motion to Approve

**CONSENT AGENDA**

Consent Agenda

Approve the Minutes from the June 11, 2018 Regular Board Meeting  
Approve Minutes from May 7, 2018 Budget Committee Meeting  
Boldt Carlisle & Smith Engagement Letter for the 2018 Audit

**M-O'Leary/2<sup>nd</sup> Ryan to approve the consent agenda. Motion carried unanimously with the five members present.**

Motion to Approve

**ANNUAL AGENDA**

Annual Agenda

Designation of the Following:

Chief Administrative Officer - Paul Erlebach  
Business Manager/Deputy Clerk - Mark Sybouts

Custodian of Funds - Mark Sybouts

Budget Officer - Paul Erlebach

Authority to Sign Checks - Paul Erlebach, Mark Sybouts, Board Chair, Board Vice Chair

Authority to Sign Student Body Checks - Principal, Head Secretary, Business Manager

Official Auditor - Boldt, Carlisle, Smith, LLC

Depository of Funds - U.S. Bank, Wells Fargo, LGIP, Umpqua Bank, Columbia Bank, and  
TLC/Fiber Federal Credit Union

Newspaper - The Headlight Herald

School Attorney - Hungerford Law Firm

Authority to Apply for Federal Funds - Paul Erlebach

Agent of Record - Hudson Insurance

Regular Monthly Meeting

Day: Second Monday of the Month, Unless Otherwise Noted on Annual Calendar

Time: 6:30 p.m. Unless Otherwise Noted on Annual Calendar

Location: District Office Board Room

**M-Ryan/2<sup>nd</sup> Mahoney to approve the annual agenda as presented. Motion carried  
unanimously with the five members present.**

Motion to Approve

Written Communication

Written Communication

June 2018 Enrollment Report

2018-19 Draft Board Calendar

Mr. O'Leary tendered his resignation as the representative for the zone 5/6 to be effective July  
31st.

Resignation of John  
O'Leary from Zone 5/6  
effective July 31, 2018

Unfinished Business

Unfinished Business  
None

None at this time

New Business

New Business  
None

None at this Time

## **FISCAL**

Fiscal  
Budget Resolutions

Budget Resolutions

The budget document and budget resolutions were presented to the members at the meeting.

Mr. Sybouts briefly reviewed the purpose of each budget resolution.

Resolution 18-2 Budget Appropriation Transfer for 2017-18.

Resolution 18-2

**M- O’Leary/2<sup>nd</sup> Ryan to approve Resolution 18-2, Budget Appropriation Transfer for 2017-18 as presented. Motion carried unanimously by the five members present.**

Motion to Approve

Resolution 18-3, Transfer Funds Budgeted for 2017-2018

Resolution 18-3

**M-Ryan/2<sup>nd</sup> Ridderbusch to approve Resolution 18-3, Transfer of Funds as presented. Motion carried unanimously by the five members present.**

Motion to Approve

Resolution 18-4, Resolution Amending Approved 2018-2019- Budget.

Resolution 18-4

**M-O’Leary/2<sup>nd</sup> Mahoney to approve Resolution 18-4, Amending Approved 2018-2019 Budget. Motion carried by the five members present.**

Motion to Approve

Resolution 18-5, Resolution Adopting The Budget.

Resolution 18-5

**M-Ryan/2<sup>nd</sup> Mahoney to approve Resolution 18-5 as presented. Motion carried by the five members present.**

Motion to Approve

## **SUGGESTIONS AND COMMENTS**

Suggestions and  
Comments  
Superintendent

Superintendent, Paul Erlebach

Mr. Erlebach shared that the 52 students who participated in the children’s theater did a really great job. The event was very well attended. Ms. Mahoney stated that it was impressive what they did with the students in a week, and how they engaged each one.

Mr. Erlebach also stated that all administrators and most of the special education teachers attended special education training at the annual COSA conference in Seaside.

Board

Board

Mr. Kelly stated that the grand opening of the new Tillamook Cheese Factory visitor center reopening was really crazy.

Mr. Ryan stated that he had an email today from Rockaway Police that the district will be doing the ALICE training in August. Mr. Erlebach explained the difference between the Standard Response Protocol (SRP) and ALICE. There is an online component and then there will be an actual on location training. Fifteen staff members will also take HAM radio training August 6<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>.

## **PERSONNEL**

Personnel

### **Hiring - Licensed**

Brianna Rivers, Robert Waddell, Jake Shipman and Jamie Nugent as ESY Summer Staff

Sarah Christensen as Garibaldi Grade School Teacher

Salena Clifton as Garibaldi Grade School Teacher

Bob Waddell and Hannah Reynolds as Neah-Kah-Nie High School Summer School Teachers.

### **Coach**

#### **Hiring**

Mark McLaughlin as Neah-Kah-Nie High School Cross Country Coach

#### **Resignation**

Resignation of Kelly Thayer as Neah-Kah-Nie High School Head Speech Coach

Mary Lynn Marden as Neah-Kah-Nie High School Assistant NOSB Coach

**M-Mahoney/2<sup>nd</sup> Ryan to approve the personnel report. Motion carried unanimously with the five members present.**

Motion to Approve

### **NON LICENSED PERSONNEL INFORMATION**

#### **Hiring**

Thomas Nugent as Neah-Kah-Nie Middle School Custodian I

Lanai Spliethof and Jaimie Dorsey as Kinder Camp Instructional Assistants at Nehalem Elementary School

Sandy DeLoe as Kinder Camp Instructional Assistant at Garibaldi Grade School

### **ADJOURN**

Adjourn

Hearing nothing more to come before the board the meeting was adjourned at 5:57 p.m.

### **NEXT MEETING**

Next Meeting

August 13, 2018, 6:30 p.m. Neah-Kah-Nie School District Board Room