

NEAH-KAH-NIE SCHOOL DISTRICT NO. 56

Special Board Meeting 6:00 p.m.

June 27, 2016

Neah-Kah-Nie School District Board Room

**PRESENT**

Present

**BOARD MEMBERS**

Terry Kelly, Chairman  
Pat Ryan, Vice Chair  
Lisa Hooley  
JoDee Ridderbusch (absent)  
Trisha Hixson (absent)  
Carol Mahoney  
Michele Aeder

**DISTRICT OFFICE STAFF**

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

**CALL TO ORDER**

The special board meeting of the Neah-Kah-Nie School District Board of Directors was called to order at 6:04 p.m. by Chairman Terry Kelly. Mr. Kelly welcomed staff and patrons of the district. All present stood for the flag salute.

Call to Order

**APPROVE AGENDA**

Approve Agenda

Motion to Approve

**M-Hooley/2<sup>nd</sup> Ryan to approve the agenda. Motion carried unanimously.**

Consent Agenda

**CONSENT AGENDA**

Approve Resolution 17-1 Emergency Plan  
Approve Bargained Agreement with Classified Staff  
Approve Annual Board Calendar  
Approve Personnel Report  
Approve HS Student Handbook – Mr. Kelly asked this to be removed from the consent agenda

Motion to Approve  
Consent Agenda

**M-Ryan/2<sup>nd</sup> Mahoney to approve the consent agenda as amended removing the approval of the high school student handbook. Motion carried unanimously.**

**FISCAL – Choose Option**

Fiscal

Resolution 16-2 Transfer of Funds Budgeted for 2015-2016

**M-Mahoney/2<sup>nd</sup> Ryan to approve resolution 16-2 transfer of funds. Motion carried unanimously.**

Motion to Approve  
Resolution 16-2

Resolution 16-3 Resolution Amending Approved 2016-2017 Budget

Resolution 16-3

Option 1 – Combine 10 part-time IAs to 5 full-time IAs and 1 Full-time IA for the MS/HS Testing Coordinator. Mr. Erlebach reviewed the staffing board and discussed what the district is considering with regard to the turn-over of part-time instructional assistants. He explained the cost increase in the budget would be adding insurance. Ms. Hooley asked if we are setting ourselves up in the event that timber revenue declines. Mr. Erlebach shared the rationale for combining some of the part-time assistant positions into full-time positions. He explained that we have constant turn over in instructional assistants. We spend money in staff time to hire and time to train an instructional assistant and they leave for full-time employment. The board also discussed the suggested assistant to help the counseling center with testing at the high school and library media assistant to serve both the middle school and high school. Previously Esther Troyer was an assistant counselor and testing coordinator. Once she became the counselor she continued to be the testing coordinator. Ms. Buckmaster explained all that Esther does with regard to testing, which takes her away from counseling students. Discussion occurred.

**M-Ryan/2<sup>nd</sup> Mahoney to approve Resolution 16-3 with the hiring of full-time educational assistants as well as the hiring of a testing coordinator/media specialist at the middle school/high school as presented in option 1. Motion carried unanimously.**

Motion to Adopt  
Resolution 16-3

16-4 Resolution Adopting the 2016-2017 Budget

Resolution 16-4

Motion to Adopt  
Resolution 16-4

**M-Ryan/2<sup>nd</sup> Hooley to adopt Resolution 16-4 as presented. Motion carried unanimously.**

## REPORTS

None at this time

Reports

## UNFINISHED BUSINESS

None at this time

Unfinished  
Business

## NEW BUSINESS

High School Student Handbook

Mr. Kelly mentioned that it came to his attention that a student does not have to show proof of insurance to drive on the high school campus. He proposed that a student be required to show proof of insurance to be given a high school parking permit.

New Business  
NKN HS Student  
Handbook

**M-Mahoney/2<sup>nd</sup> Aeder to require students to show proof of insurance to be issued a high school parking permit. Motion carried unanimously.**

Motion to  
Required Proof of  
Insurance

**M-Hooley/2<sup>nd</sup> Ryan to approve the student handbook with the proposed change. Motion carried unanimously.**

Motion to Approve  
NKN Student  
Handbook

## SUGGESTIONS AND COMMENTS

Superintendent

Mr. Erlebach shared that the District has received the results from the lead testing, there was a miniscule amount at Nehalem, but it was far under the limits. Mr. Baertlein will provide a report at the August board meeting.

Suggestions &  
Comments

Mr. Sybouts stated that we have received the contract for the seismic upgrades at Nehalem Elementary. Mr. Sybouts stated that we will have two years from the time that the contract is fully executed.

Mr. Erlebach asked Ms. Buckmaster to give the board an update on the math position. She explained that we have hired one math teacher, however Mitch Staehle resigned last week. Right now we still have one position open. We have hired an individual who has their Bachelor's degree and is currently enrolled in a teacher education program, but we still have one position open. She has offered the job three times and it has been declined each time. Mr. Erlebach asked Ms. Buckmaster what are our options. She stated that student can take math through ORVED, we could put a long-term sub in the position.

Board

Mr. Kelly asked for a quick synopsis about the proposed land swap proposed by Olympic Forest Management. Olympic has proposed a swap for the 40 acres at Lake Lytle for 160 acres at the end of Third Avenue.

## PERSONNEL

Hiring – Licensed

Jenna Meeks as NKN HS Advanced Math Teacher

Corey Douma as NKN HS Athletic Director

Kate Romanov as NES Elementary Teacher

Extended School Year Staff – Licensed & Classified

Personnel

Resignations – Licensed

Mitch Staehle as NKN HS Advanced Math Teacher

## NON LICENSED PERSONNEL INFORMATION – Informational Only

Hiring

Diane St. Clair as NES Instructional Assistant Beginning September 2016

Jennifer Hopkins as NKN MS Full-time Special Education Assistant Beginning September 2016

Samantha Jepson as NKN HS/MS Life Skills Instructional Assistant Beginning September 2016

Resignations

Mariah Vander Schaaf as NES Instructional Assistant

## ADJOURN

Hearing nothing more to come before the board the meeting was adjourned at 7:20 p.m.

Adjourn