

Regular School Board Meeting  
Wednesday, July 17, 2024 7:00 PM

MPB and via ZOOM/Owl  
35800 E Historic Columbia River Highway  
Corbett OR 97019

Board Approved: \_\_\_\_\_

A Regular School Meeting of the Board of Trustees of Corbett School District was held Wednesday, July 17, 2024, beginning at 7:00 PM CMS at the MPB / Board Room and via ZOOM-Owl virtual platform. Board members present were Todd Mickalson, Vice Chair; David Granberg; Dylan Rickert; Bob Buttke. Ben Byers and Leah Fredericks. Also present were Administrators Jeanne Swift, Assistant Superintendent/Director Student Services; Brie Windust, Business Office Assistant/ZOOM moderator; Robin Lindeen-Blakeley, Deputy Clerk/HR Lead and Regina Sampson, Business Manager. Derek Fialkiewicz, Ed.D., Superintendent, has an excused absence. HS Student Representative, Kaylee Moore, was in attendance at the Board table. NOTE: The minutes are prepared to coincide with time scheduled matters and the numbering system of the agenda and is not necessarily the actual order of happenings at the meeting.

1. Preliminary Business – There were approximately three audience members in attendance and three online attendees for the hybrid meeting

1.1. Call to Order / Flag Salute

7:00 p.m. Todd Mickalson, Board Vice Chair – called the meeting to order and led the flag salute.

1.2. Review and Acceptance of Agenda

Todd Mickalson, Board Vice Chair announced that under item 12.0 Personnel, Eric Haynes is deleted. There will be action next month for more fall coaches. No other changes to the agenda.

1.3. Board Vice Chair Report Information/Discussion

Todd Mickalson, Board Vice Chair, has no information.

1.4. Board resignation and vacancy, Position No. 3

Leah Fredericks moved and Bob Buttke seconded:

**RESOLUTION NO. 7.1-24 - RESOLVED** that the Board announced the resignation of Michelle Vo, Board Member Position No. 3, effective June 30, 2024. The Board declared the position vacant with a term that expires June 30, 2025, and proceeded with a plan to advertise for 20 days to fill the vacancy.

The vote of the Board was 6-0.

Dave Granberg thanked Michelle Vo for her time with the Board and Todd Mickalson agreed, and added thanks for her time with OSBA too.

2. Elect Board Chair and Board Vice Chair Action Item

Todd Mickalson, Board Vice Chair, informed the Board he was willing to take over as Chair or Vice Chair.

Leah Fredericks was open to operate as Vice Chair or open to someone with a longer term like hers.

Board discussion.

Ben Byers moved and David Granberg seconded:

**RESOLUTION NO. 7.2-24 - RESOLVED** that the Board Elected Todd Mickalson as Board Chair and Leah Fredericks as Board Vice Chair. (Board Policies BC/BCA and BCB/ORS 332.040)

The vote of the Board was 6-0.

### 3. Approval and Extension of Minutes Action Item

Ben Byers moved and Bob Buttke seconded:

**RESOLUTION NO. 7.3-24 - RESOLVED** that the Board approved the minutes of the Regular School Board meeting of May 15, 2024, and grant an extension on the Public Hearing 2024-2025 Budget / Regular School Board meeting of June 12, 2024.

3.1. Designate Regular Meeting Dates, Time and Place                      Action Item

Ben Byers moved and Bob Buttke seconded:

**RESOLUTION NO. 7.4-24- RESOLVED** that the Board approved the Regular School Board meetings for 2024-25 as the third Wednesday of every month except for March 2025. (ORS 332.045)

Board discussion.

The vote of the Board was 6-0.

### 4. Introduction and Comments of Guests – no comments from guests.

#### 4.1. Principal / Director/ Supervisor Reports

Jeanne Swift, Student Services Director/Asst. Superintendent – announced no reports at this meeting.

#### 4.2. Student Representative to the Board                      Information Item

Kaylee Moore, CHS Representative to the Board announced that AP tests have been completed by all students.

### 5. FINANCIAL REPORTS / MATTERS

Regina Sampson, Business Manager reported:

☐ 5.1. Report Information Item – information shows on page 23 of the board packet regarding the General Fund (01) (GF) exceeded appropriations by over \$700,000.00. There is nothing the Board can do to change it, as the year end is over. We are looking at grants, etc. to shift expenditures (XP) to correct places. Part may be due to storm damages not appropriated, but we will be writing a letter to the state if auditor has finding. We are also over \$10,000.00 in Federal Funds (03) and over \$7,000.00 in Student Investment Account Fund (04). Looking at forecasting for 2024-25 with PGE Grant and other grants and TAN payments. Included in the report are the same formats that Ms. Duley had and a report on page 35 from Forecast5 Analytics that she explained. It is a tool that will help us monthly to insure no overages and utilizing encumbrances. The first column shows prior year to date for 2022-23. The second column shows the 2023-24 budget and adjustments and the third column show current year to date ending June 30, 2024. Not all expenditures accounted for yet and

so XP balance is higher than projected. The fourth column is percentage of budget and needs service to report accurately yet. She added a projection in the fifth column in order to see the Ending Fund Balance (EFB) in the last (sixth) column. The Revenue (RV) has budget to actuals graphs.

Board discussion.

Ms. Sampson would like to provide Forecast5 going forward. Only GF is required for reporting. GF supports the Athletics and Associated Student Body (ASB) and looking at monthly import with help from Ms. Windust to report hopefully monthly. Overage over the appropriations is not fixed by RV, as the XP needs to be budgeted in per budget law. Best practice is to increase the budget before we spend it. She will come to board with the plan.

5.2. See 7.1

☐ 5.3. See 7.1

☐ 5.4. See 7.1

☐ 5.5. See 7.1

☐ 5.6. See 7.1

5.7. See 7.1

☐ 5.8. See 7.1

6. Assistant Superintendent Swift's Report      Information Item(s)

Student Services Director/Asst. Superintendent, Ms. Swift, reported that there will be a report in August. Nothing at this board meeting.

a. Summer Learning – takes place in August.

6.1. Enrollment/Application Process Update

Jeanne Swift, Student Services Director/Asst. Superintendent, explained no report this month.

6.2. Update on Corbett School campus upgrades and/or grants

Jeanne Swift, Student Services Director/Asst. Superintendent, said we are submitting.

Board discussion.

Ms. Sampson explained that there is one more EV bus.

7. CONSENT AGENDA

Todd Mickalson moved and Bob Buttke seconded:

☐ 7.1. **Consent agenda \*\*Resolution items 7.5-24\*\* through 7.13-24\*\*    Action Items**

**5.2\*\*RESOLUTION NO. 7.5-24\*\* - RESOLVED** that the Board set a borrowing limit on bonded debt for Corbett School District through recommendation of the Superintendent and Business Manager as custodian of funds. (ORS 328.245, ORS 328.250)

**5.3\*\*RESOLUTION NO. 7.6-24\*\*- RESOLVED** that the Board has purchased crime insurance for employees authorized to handle district funds including Derek Fialkiewicz, 1.0 FTE Superintendent; Robin Lindeen-Blakeley, 1.0 FTE Deputy Clerk/HR Lead; Brie Windust and Christie Dillard, 1.0 FTE Business Office Assistants; Jeanne Swift, 1.00 FTE Assistant Superintendent/Director of Student Services and Regina Sampson, 1.00 FTE Business Manager. (ORS 332.525)(Board Policy DH)

**5.4\*\*RESOLUTION NO. 7.7-24\*\* - RESOLVED** that the Board designated Dr. Derek Fialkiewicz,

Superintendent and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead, as check signers for Corbett School District No. 39, Multnomah County, and Derek Fialkiewicz, Superintendent; Jeanne Swift, Assistant Superintendent/Student Services Director and Brie Windust, as check signers for Corbett Middle/High School Student Body Account funds. (ORS 328.441 and that such funds be disbursed only in the manner provided in subsection (1) of ORS 328.445) (Board Policies DGA, DH and BC/BCA)

**5.5\*\*RESOLUTION NO. 7.8-24\*\* - RESOLVED** that the Board designated Oregon State Treasury Local Government Investment Pool, U.S. National Bank, and Zions Bank as depositories. (ORS 328.441, 294.805-294.895) (Board Policy DG)

**5.6\*\*RESOLUTION NO. 7.9-24\*\* - RESOLVED** that the Board designated Dr. Derek Fialkiewicz as Chief Administrative Officer/School District Clerk and Budget Officer who should prepare or supervise the preparation of the budget document. (ORS 294.331 and ORS 332.515) (Board Policies CB and CBA).

**5.7\*\*RESOLUTION NO. 7.10-24\*\* - RESOLVED** that the Board designated Robin Lindeen-Blakeley, 1.0 FTE Deputy Clerk/HR Lead and Regina Sampson, 1.00 FTE Business Manager. (Policy DJ) (ORS 332.515)

**5.8\*\*RESOLUTION NO. 7.11-24\*\* - RESOLVED** that the Board confirmed the financial auditors for the school year ending in 2024 as Umpqua Valley Financial, LLC (ORS 328.465, 327.137, 297.405) (Policy DIE)

**12.2\*\*RESOLUTION NO. 7.12-24\*\* - RESOLVED** that the Board confirmed the resignation of Sam Wallace, K-2 CAPS teacher, effective June 28, 2024.

**12.3\*\*RESOLUTION NO. 7.13-24\*\* - RESOLVED** that the Board confirmed the rescinded recommendation for the hire of 1.00 FTE PE/Health Teacher, Jacob Kopra, as acted on at the June 12, 2024, Regular School Board meeting.

8. CURRICULUM- no information at this meeting.

9. STUDENTS – no information at this meeting.

10. TRANSPORTATION, BUILDINGS AND MAINTENANCE-no information at this meeting.

11. CO-CURRICULAR ACTIVITIES – Todd Mickelson reported that football is in swing, volleyball is starting and soccer will be soon. Activities have had closures due to unsafe heat indexes.

12. Personnel

Robin Lindeen-Blakeley, Deputy Clerk/HR Lead, asked the Board to read their agenda packet for information and the August agenda will have other fall coach approvals.

Jacob Phillips, Head Varsity HS Football Coach for the 2024 season.

Leandra Walker, .45 Bus Driver/Trainer (155 + trainer days if needed/year) with the addition of the .5 FTE Building Secretary Assistant position (162 days/year) beginning August 2024.

Brandi Bergkvist, .83 FTE Special Education Assistant to .83 FTE Special Educational Assistant - FLS, effective for the 2023-2024 school year.

Rose McCormick, .5 FTE Educational Assistant, resigned effective June 13, 2024.

Paul Ghinga, 1.00 FTE Custodian, reconfirmed the dates of OFLA/FMLA, May 6, 2024-July 28, 2024.

12.1. Vacant Positions

Information Item

We have vacant positions open for the 2024-25 school year for: Substitute Bus Driver; .4 FTE Bus

Driver; Substitute Custodian; Type 20 Van Driver; Assistant Varsity Football coach; 1.00 FTE PE/Health Teacher and a 1.00 FTE K-2 CAPS Teacher.

<https://corbett.tedk12.com/hire/Index.aspx>

12.2. See 7.1

12.3. See 7.1

13. Policy

☐ 13.1. Policy and Administrative Regulations      Information Items

Chair Mickalson noted the First Read for the following policies:

a. Policy DGA - Authorized Signatures

b. Policy DN - Disposal of District Property

Revision and Review of the Following Administrative Regulations:

a. Policy DBK-AR - Budget Transfer Authority

b. Policy DFA-AR - Investment of Funds

c. Policy DLC - AR - Expense Reimbursement

14. Matters for the Good of the Order –

a. David Granberg shared concerns from the community about SPED, particularly IEP's and facilities, and asked about what are next big things we are working on. There are people involved, which may have been left behind, and would like more than just a "babysitter". Is there a plan in place for?

Ex. graduation for all students from CGS through CHS?

b. Todd Mickalson suggested staff changes and a lack of cohesiveness may have caused. We are still the third least funded school district in the state. It is up to the board to interview for interim board members, like budget vacancy. Shout out to the 4<sup>th</sup> of July organizers for a great, fun, fireworks and parade.

c. Leah Fredericks said that we are the only small rural district in the MESD area. The OSBA summer board conference may discuss this as there are funding problems across the whole state. The new board position should be posted and be clear how we make selection through the website, reader board, post office, and two markets for next month, or the same as was done when Cless left.

d. Ben Byers spoke about advertising board vacancy for 20 days.

e. Ms. Lindeen-Blakeley announced day one on July 18, so cut off will be August 7 or 8 for vacancy.

15. COMING EVENTS – Chair Mickalson read aloud:

15.1. Regular School Board Meeting, Wednesday, August 21, 2024, MPB/Board Room via ZOOM/Owl, 7:00 p.m. if approved under item 3.1.

☐ 15.2. New hire day workshop, Thursday, August 15, 2024

☐ 15.3. Monday-Thursday, August 19-22, 2024 - Teacher In-service and Preparation day

☐ 15.4. Community Open House / Conference in the evening, Thursday, August 22, 2024

15.5. First Day of School for all students, Monday, August 26, 2024

☐ 15.6. Monday, September 2, 2024, Labor Day Holiday - no school

☐ 15.7. Friday, September 6, 2024 - School Day

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☐ 15.8. Summer OSBA Board conference in Salem, August 9-11, 2024

Fall regional meeting on November 7 at Sheraton Portland Airport Hotel 5:15 p.m. - TBD, may change. Prefer Marriott (higher cost) or move date to September 30? Let Robin know your preference.

Annual OSBA Convention in Portland, November 7-9, 2024

Please sign up with Robin for any OSBA events you wish to attend.

16. Executive Session, if needed, held pursuant to ORS 192.660( \_ )( \_ ) for the purpose of: \_\_\_\_\_ - not needed at this board meeting.

17. ADJOURNMENT-

The board adjourned at 7:41 p.m.