

NEAH-KAH-NIE SCHOOL DISTRICT 56
Regular Board Meeting 6:30 p.m.
July 10, 2017
Neah-Kah-Nie District Office Board Room

OFFICAL MINUTES

Present

Board Members

Terry Kelly, Chairman
Pat Ryan, Vice Chair
Lisa Hooley
JoDee Ridderbusch
Carol Mahoney
Michele Aeder
(Zone 5 Vacant)

District Office Staff

Paul Erlebach, Superintendent
Mark Sybouts, Business Manager
Carol Richmond, Payroll & Benefits

Present

CALL TO ORDER

Call to Order

The regular meeting of the Board of Directors of Neah-Kah-Nie School District was called to order at 6:30 p.m. by Chairman Terry Kelly. Mr. Kelly welcomed staff and patrons of the district.

All present stood for the flag salute.

APPROVE AGENDA

Approve Agenda
Motion to Approve

M-Ryan/2nd Mahoney to approve the agenda as presented. The motion passed unanimously.

Swearing in of Newly Elected Board Members

Swearing in of Newly
Re-elected Board
Members

Mr Erlebach swore in the following members; Terry Kelly, JoDee Ridderbusch, Pat Ryan, Michele Aeder and Carol Mahoney

Nominations for Chairman

Nominations and Vote
for Board Chair

Pat Ryan nominated Terry Kelly for Board Chair, JoDee Ridderbusch provided the second. Vote was 5 yes with Mr. Kelly abstaining. Nomination carried.

Nominations for Vice Chair

Nominations and Vote
for Vice Chair

Michele Aeder nominated Pat Ryan as the vice chair with Carol Mahoney providing the second. The vote was 5 yes with Mr. Ryan abstaining. Nomination carried.

Consent Agenda

Consent Agenda

- A. Approve the Minutes from the June 12, 2017 Regular Board Meeting
- B. Approve Minutes from June 19, 2017 Budget Adoption Meeting
- C. Approve Personnel Report

M-Mahoney/2nd Ridderbusch to approve the consent agenda as presented. The motion passed unanimously.

Motion to Approve

Annual Agenda

Annual Agenda

- A. Designation of the Following:
 1. Chief Administrative Officer – Paul Erlebach
 2. Business Manager/Deputy Clerk – Mark Sybouts
 3. Custodian of Funds – Mark Sybouts
 4. Budget Officer – Paul Erlebach
 5. Authority to Sign Checks – Paul Erlebach, Mark Sybouts, Board Chair, Board Vice Chair
 6. Authority to Sign Student Body Checks – Principal, Head Secretary, Business Manager
 7. Official Auditor – Boldt, Carlisle, Smith, LLC

8. Depository of Funds – US. Bank, Wells Fargo, LGIP, Umpqua Bank, Columbia Bank and TLC/Fiber Federal Credit Union
9. Newspaper – The Headlight Herald
10. School Attorney – Hungerford Law Firm
11. Authority of Apply for Federal Funds – Paul Erlebach
12. Agent of Record – Hudson Insurance
13. Regular Monthly Meeting
 - Day: Second Monday of Each Month – Unless Otherwise Noted on Annual Calendar
 - Time: 6:30 p.m. – Unless Otherwise Noted on Annual Calendar
 - Location: District Office Board Room
14. Daily Rate of Pay for Substitute Teachers at \$178.35
15. Mileage Rate of Travel in Private Vehicles on Approved District Business at 53.5 Cents/Mile or Revised IRS Rate
16. 2017-18 Per Diem Rate: Breakfast \$11; Lunch \$12; Dinner \$23
17. Classified Substitute Rate Increases, effective July 16, 2017
 - Custodians and Head Secretary; from \$13.00 to \$13.50
 - All Others; from \$12.00 to \$12.50

M-Ridderbusch/2nd Ryan to approve the annual agenda as presented. Motion passed unanimously.

Motion to Approve
Annual Agenda

COMMUNICATION

Public Input

Ms. Hooley submitted a letter of resignation. She is resigning from the Board immediately and is grateful for the opportunity to serve, it was an honor and a tremendous learning experience.

Communications
Public Input

Staff Input

None at this time

Staff Input

Written Communications

Mr. Kelly reviewed the various written communications.

- 2016-2017 Restraint and Seclusion Report

Written
Communications

Mr. Kelly asked if anyone had any questions regarding the 2016-2017 restraint and seclusion report. No board member had a question.

- June 2017 Enrollment Report
- 2017-2018 Approved Board Calendar

Reports

REPORTS

None at this time

UNFINISHED BUSINESS

None at this time

Unfinished Business

UPDATES:

Neah-Kah-Nie High School Community Track Update, Steve Baertlein

Mr. Baertlein was not present at the meeting and Mr. Erlebach gave the update. Mr. Erlebach stated that everything is going fine. We had a \$94,000 cement enhancement cost, but we used our contingency to cover that. Zone 6 on the east end zone had unstable soil; a layer of top soil on top of clay on top of organic material. We have eliminated the fence in front of the grandstand because

NKN HS Community
Track

we already have a guard rail, this will help with costs. Mr. Erlebach meets with contractors regularly and has a meeting with P&C every Thursday.

The concession/restroom facility will not be cinderblock due to the expense. It will be a stick built building. We will eventually need to replace the drainage pipe that is under the road on Bay Boulevard as it is deteriorating. We will have 4 lights on the field that are more powerful than the lights that they are replacing.

Nehalem Elementary School Seismic Upgrade Update, Mark Sybouts

Nehalem Elementary
Seismic Upgrade

Mr. Erlebach stated that 90% of the electrical has been replaced and new sheetrock is in. They have twenty guys working on the project. There were two locations where asbestos has been found and is being abated. There was a pipe leaking under the office floor. Everything was in budget except the abatement. We were very lucky that the building has not burned down as the electrical knob and tube was hot and just lying there. Mr. Sybouts said that the Tillamook P.U.D. had notified the district that we had fluctuation verses demand and Tillamook P.U.D. was charging an increase for the fluctuation.

NEW BUSINESS

New Business

None at this time

FISCAL

Fiscal

Check Register

No board member expressed any concerns with the June check register

Fiscal Summary Sheet

Ms. Mahoney asked a question regarding seeing a number 15 on the sheet and then not seeing it in the key at the bottom. Mr. Sybouts said it was because of the formatting in Excel and he would fix it so that the board could see the key. Ms. Mahoney asked if he had time to do a financial workshop/meeting with her. He replied that he would do one when new members were added to the board and would include her in the meeting.

SUGGESTIONS AND COMMENTS

Superintendent

Suggestions and
Comments
Superintendent

Mr. Erlebach stated that Jiffy Construction is working on the road at the side of Nehalem Elementary.

The log jam/timber blow down by Lake Lytle has been discussed with State Forestry, geotech, Fish and Wildlife and the timber company. The log jam is twenty feet from the bottom to the top and they will be re-directing the stream when they are clearing the logs. They will pick up insects, save them and replace them. There will be three staging areas. They will hire professionals to cut the timber and then use the money from the timber for something. Some of the logs will be used to stabilize the stream. Mr. Kelly asked if there was any salvageable timber. Mr. Erlebach said not that he knew of.

Mr. Sybouts mentioned the roof project at the high school. We will be paying for the material and using the state bid cost, this will save us \$5,000 - \$10,000. The material will be delivered to the contractor. The architect is very reasonable and is someone local out of Nehalem.

Mr. Erlebach stated that the landing/delivery upgrade at Garibaldi Grade School is going well.

He has spoken to the owner of the house for sale by Garibaldi Grade School. There was discussion regarding parking at Garibaldi Grade School and how additional parking was needed. Perhaps by purchasing the house and using that lot for parking.

There has been one person interested in the Zone 5 position that was vacated by Trisha Hixson.

Board

Board

Mr. Kelly said that Ms. Hooley would be truly missed on the board. She replied that she would still call him from time to time to see how it was going.

Personnel

PERSONNEL

Hiring:

Licensed

Will Crook as Neah-Kah-Nie Middle School Social Studies Teacher

ESY Summer Staff

Brianna Moses, Special Education Teacher

Nicole Narwold, Instructional Assistant

Kimberly Baertlein, Teacher

Skyanna Goodland, Teacher

Coach

Krista Longmire as Neah-Kah-Nie Assistant Softball Coach

Non-Licensed

Christina Pfister as Nehalem Elementary 7 hr. Instructional Assistant

Resignations:

Christina Pfister as Nehalem Elementary 3.5 hr. Instructional Assistant

ADJOURN

Adjourn

Hearing no other business to come before the Board the meeting adjourned at 7.30 p.m.

Next Meeting: August 14, 2017, a possible work session might be held before the August board meeting.

Next Meeting