

Three Rivers School Board of Directors met for a regular session, Monday, January 14, 2013 at the District Administrative Office, 8550 New Hope Road, Grants Pass, Josephine County, Oregon at 7:00 p.m.

PRESENT: Ron Lengwin, Chairperson of the Board, Zone V
Bob Litak, Member of the Board, Zone I PRESENT
Leslie Meier, Member of the Board, Zone III
Ron Crume, Member of the Board, Zone IV
Dan Huber-Kantola, Superintendent-Clerk
Stephanie Allen, Director of Student Services
Debbie Breckner, Director of Human Resources
Doug Ely, Director of High School Education, Maintenance and Athletics
Dave Valenzuela, Director of K-8 Education, Technology and Transportation

Also Present: Amy Meyer, Pat Fitzsimmons, Marie Sellke, Julia Richardson, Kim DeForest, Linsay Cathey/Daily Courier, Renee Hults/Williams and Applegate Principal, Stephanie Hope, Christopher Switzer, Kari O'Brien, Lisa Cross/District Accountant, Dave Strahan, Lise VanBrunt/Madrona and Jerome Prairie Principal, Dennis Misner/North Valley Principal, Linda McClanahan/ North Valley High School Assistant Principal, Sharon Fisher, Michael Freudenthaler, Valarie Sloan, Kevin Marr, Jackie Mills-Price, Debbie Yerby, Linda Kappen, Steve Jones, Ken Klumpp, Mariah Starns, Kimberly Flow, Debbie Sauro, Jan Castillo, Patricia Krauss, Julie Rauch, Lori Sanders, Brandy Walker, Peggy Sue Bunge, Jim Bunge/Aramark Custodial Manager, Claire Olsen, Vangie Caldwell, Dave Marks, Steven Chambers, Megan Beck, Mandy York, David Poynth, Mary Poynth and Shelly Quick/Recording Secretary. ALSO PRESENT

Board Chair Ron Lengwin called the meeting to order at 7:05 PM and led the audience in the Pledge of Allegiance. Mr. Lengwin stated that there will be an additional item placed on the agenda to elect a board vice-chair, due to the resignation of Member Horban. CALL TO ORDER

Superintendent Huber-Kantola stated that January is School Board Recognition Month and thanked our board members for all they do for our district. He also thanked all of the schools for the wonderful posters, cards, flowers and other gifts presented to our board members. He then invited North Valley students Brandon and Mariah to the podium with him. Brandon shared what they are able to do with their new C&C device (plasma cutter) and how it works. Brandon and Mariah presented the school board with a cut metal TRSD logo for display in the board room. SUPERINTENDENT'S REPORT

Superintendent Huber-Kantola then read the proclamation from Governor Kitzhaber proclaiming January 2013 as School Board Recognition Month.

District accountant Lisa Cross stated the Cash report and the estimated Ending Fund Balance reports are similar to last month. Our taxes are approximately 3% over what FINANCIAL REPORTS

FINANCIAL REPORTS
(CONTINUED)

we collected last year. The estimated ending fund balance is still at \$800,000. She then reported on some of the changes that the Business Department has implemented during the past year: the payroll direct deposit vouchers are now electronic so less paper, envelopes and waste of time and effort; the Business Department is now publishing a quarterly electronic newsletter; this week they are implementing a process for ACH to our vendors, which allows the district to pay them the same as direct deposit so that we save on paper, checks, employee time and postage; really excited about the purchasing cards, which will be discussed more later in the meeting.

CUSTODIAL REPORT

Aramark Custodial Manager Jim Bunge reviewed some personnel changes that have taken place over the last month. Mr. Bunge then reviewed some of the projects that were done over winter break and shared information on the importance of OSHA compliance, citing specific examples of what OSHA is looking for, and examples of items that can carry heavy fines.

MAINTENANCE REPORT

Maintenance Supervisor Robert Horban was not present due to medical.

FOOD SERVICE REPORT

Aramark Food Service Manager Michael Morris was not present due to a family emergency.

MIDDLE SCHOOL REPORT

No report.

HIGH SCHOOL REPORT

North Valley High School Principal Dennis Misner thanked the board for their public service and then invited them to come to North Valley during class time to visit classrooms. He reported the following things currently going on at North Valley:

- Administrators are observing teachers regularly;
- Pleased with the two new math teachers;
- Eight teachers participating in Professional Teachers Standards class on a volunteer basis;
- Plasma cutter—great new opportunity for their kids. Students in those classes took Christmas gifts home to their parents and some sold things to bring money back into the program;
- Invited to upcoming school play “Once Upon a Mattress”;
- The Christmas Bazaar was a huge success and proceeds go to support the drug and alcohol free party for 2013 graduates;
- North Valley Athletic Facility Committee is meeting regularly to develop a better baseball facility. They requested to be on the February agenda to update the Board;
- Winter sports programs are well organized and well coached. They are getting a lot of publicity about their boys basketball team which are #1 ranked in the 4A division in Oregon;
- 159 Students to be rewarded that have met all four of the goals laid out for the students when he went to North Valley: B’s or better, 92% attendance, zero discipline referrals and a positive character reference from their teachers.

CONSENT AGENDA

Board Chair Lengwin added an out-of-state travel request from Illinois Valley High School teacher Melissa Farmer to the Consent Agenda.

Member Meier made a motion to approve the revised Consent Agenda with the exception of the December 14, 2012 minutes which will need to be voted on separately due to Member Meier not being present for the December meeting. Member Crume seconded and the motion passed unanimously. The minutes will be voted on later in the meeting after Member Litak arrives.

Board chair Lengwin announced it was time for the Community Comment portion of the

meeting. Twenty minutes are set aside and there were four requests to speak so he asked each speaker limit their comments to five minutes a piece:

COMMUNITY
COMMENTS

- Kevin Marr—Stated it has been thirty days since Sandy Hook. He had commented at the last meeting on Representative Richardson's proposals for solutions. He asked the Board what the plan is to go forward regarding policies for school safety for the kids? He then read a statement made by the parents of the Sandy Hook children entitled "The Sandy Hook Promise".

Superintendent Huber-Kantola reported the date and time for the Board School Safety Workshop—Wednesday, January 23 at 7:30 PM in the District Office Board Room. He added that he has asked the school principal's to contact the local sheriff's department and make appointments for them to come in and look at their plans, look at the schools and identify some things that can be done immediately to increase school safety.

{Member Litak arrived at 7:35}

- Brandy Walker—Addressed the potential closure of Jerome Prairie Elementary School. As a parent of children who are high needs in the educational area, expressed concern that if Jerome Prairie closed they will be merged into larger classrooms and get less attention to their educational needs. Also expressed concern over the potential for increased travel time on the bus.
- Steven Chambless—Spoke to the potential closure of Jerome Prairie Elementary. Concerned about the longer bus ride as well as lost connections such as volunteers and staff members.
- Valarie Sloan—Parent of Jerome Prairie expressed her concern with the potential closure of Jerome Prairie. She presented letters from parents that couldn't be in attendance. Requested more communication with the parents at Jerome Prairie. They would like to know what to expect or what they can do.

Superintendent Huber-Kantola stated that later on the agenda there will be a beginning presentation on the potential Jerome Prairie/Madrona consolidation, which will cover some of the questions asked and provide some additional information.

Director Valenzuela reported that the Achievement Compact was originally brought to the Board by Director Maluk last year and it was submitted to the state. This year an Achievement Compact Advisory Committee has been formed that will give the Board a recommendation on how the Board should proceed in the next few months in developing the Achievement Compact for the next school year. The Achievement Compact is an agreement the district is going to make that we are going to set some targets to get to Governor Kitzhaber's goal of 40/40/20 by the year 2025. One-hundred percent of our students graduating from high school by the year 2025—40% going to a four-year college, 40% going to a two-year college or equivalent and 20% graduating and entering the work force.

ACHIEVEMENT
COMPACT
COMMITTEE REPORT

The Oregon Department of Education (ODE) and the OEIB has been unclear as to the directions on how to proceed—but we have some structure to go from. They haven't released their model compact yet, so we can't fully invest in what the final recommendations will be. They hope to have that information out this month and get some data to start building our compact for next year. We have until July 1, or prior to, to submit our Achievement Compact as a district.

Last week the Achievement Compact Advisory Committee met. They reviewed last years compact, the limited guidance that has been provided by the state thus far and some historical achievement data then came up with some recommendations. The committee views this as an opportunity to provide a real and viable road map to get to the goal of 40/40/20. They want to set realistic targets, and targets that can be used for school

ACHIEVEMENT COMPACT
COMMITTEE REPORT

improvement across the district. They are also advising that we use logical and incremental or graduated steps to take where we are at realistically and set where we want to go.

Member Litak asked what the consequences are if we don't hit the targets? Director Valenzuela responded that there are no guidelines yet from the state on how to adjust or what happens if we don't meet those targets.

MEMBER HORBAN
RESIGNATION

Board Chair Lengwin reported that Member Horban had to resign because he has moved into the city. Member Crume made a motion to accept the resignation of Member Horban. Member Litak seconded and the motion passed unanimously. The Board expressed their appreciation for Member Horban's service to the Board. He did an outstanding job and was a great addition to the Board.

BOARD VICE-CHAIR

Member Horban held the position of Vice-Chair, so that position needs to be filled. Member Crume nominated Bob Litak for Board Vice-Chair. Member Meier seconded and the motion passed unanimously.

PROCESS TO FILL
VACANT BOARD POSITION

Superintendent Huber-Kantola stated that the process for replacing a board member is that the Board will appoint somebody. First, it will go out as an advertisement in the newspaper on Wednesday and Saturday (1/19) that states the board position is open and people can get applications at the District Office or online. The Board will interview applicants, which has to be done in an open session. The posting has to be out for 20 days—which means the application process will close on February 4th. At our February 11th meeting we would have interviews and the Board would vote and select a member. It is Zone 2, which is part of the Madrona and Jerome Prairie area that goes out toward Wilderville. The position would be for the remainder of the school year, then the position will be on the ballot in the May election for a two-year term. The person that is appointed can choose to run in that election.

Member Meier added that she would hope that whoever would apply for the open position would be interested in running because it takes a while to get up to speed—but there is no obligation to do that.

REVISED POLICY DJ

District Accountant Lisa Cross proposed the process of utilizing a purchasing card for the schools. It is a multi-layer process, but to start with there needs to be a first reading of policy DJ—*District Purchasing*. She also included the rest of the paperwork that is required to explain the process, guidelines and resolution that would have to come next.

Ms. Cross explained that the purchasing card is like a credit card, but it does not have a revolving line of credit. There are measures done at the district to set limits, set types of spending limits and places where it could be used. Ms. Cross then reviewed the way our purchasing process currently works and the strict limitations that would apply with the cards. She explained that the district is trying to make ordering easier for the schools and make things more efficient, along with the opportunity for savings when purchasing items and reiterated the strict approval and monitoring of the cards.

Currently purchasing cards are in use by Central Point, Medford, Clackamas and Eagle Point school districts. Since 2003 there are many district across the nation that use them. Member Meier asked if she was aware of any issues with them? Ms. Cross responded that the only issue she was aware of was one of the districts in Southern Oregon did not set up their guidelines strict enough and they received a note in their audit about not having pre-approval.

Ms. Cross then explained the parameters and limits. The cards are attached to our Wells Fargo banking services. There is fraud insurance and protection for the district.

There is no cost to the district. We get a benefit of .4% increase on our interest. Accounts Payable will be closely monitoring the card activity.

REVISED POLICY DJ
(CONTINUED)

Member Litak asked about the potential for fraud and how the district is protected. Ms. Cross explained how Accounts Payable has two people that verify each others transactions. Director Breckner added that the district liability insurance would protect us from fraud.

Member Litak also asked if our auditor has expressed an opinion on the use of the purchasing cards? Ms. Cross responded that she has sent all of the paperwork to them and has not yet received an opinion back from them. She will forward that opinion on to the Board when it is received.

Superintendent Huber-Kantola explained the *Oregon Healthy Teens Survey* is a survey for 8th and 11th graders which asks about things such as alcohol, smoking and other risk factors. The district utilizes the anonymous information to recognize where there might be issues in regards to specific items such as marijuana—and also helps us with grants, especially for our three Student Based Health Centers in the Illinois Valley.

OREGON HEALTHY
TEENS SURVEY

Member Litak asked if there was a cost to the district. Superintendent Huber-Kantola responded that there is no cost as our three middle and high schools were selected to participate. Member Litak added that the Health Department has used the results in the past to assist with lobbying for funding for the School Based Health Centers. They find the information very useful and encourage participation.

Member Litak made a motion for the district to participate in this survey. Member Meier seconded and the motion passed unanimously.

APPROVED

Superintendent Huber-Kantola reiterated that the potential closure of Jerome Prairie school was just in the beginning stages of discussion and at this point no decisions that have been made, and the information being shared tonight is new information to the members of the Board as well. Making a decision on whether or not to close a school is one of the most difficult decisions a Board has to make. In the past, the district has had to make tough decisions regarding Selma, Merlin and Wolf Creek. The process is taken very seriously because the school is the center of a community.

JEROME PRAIRIE
CONSOLIDATION REPORT

As a district the challenge is to improve and enhance our district while facing declining enrollment and resources in order to best serve our students. In 1993-1997 we had more than 6600 kids, and now we are currently at 4750 kids, which is a pretty substantial drop in enrollment. Because we are funded by kids, the revenue that is generated is what funds the teaching positions. He then gave examples of how the number of students equates to the revenue and teaching positions, and reviewed district enrollment history by year, school and grade level.

Director Allen-Hart reviewed the potential educational impact if the consolidation were to occur between Jerome Prairie and Madrona. With the merger there would be a reduction in staff that have to be split between locations; primarily the principal and special education teacher which would create a better use of time and make them more accessible to students, parents and staff. There would also be a reduction in the number of blended classrooms, which would enable the teacher to focus on one set of Common Core Standards and not two.

Director Valenzuela worked with Principal Lise Van Brunt on the physical layout of Madrona. Some folks would need to be moved around. Two portable classrooms would need to be added to make twelve classrooms which is what would be needed based on the current enrollment projection for next year. Other considerations are parking, bus loading and unloading as the parking area at Madrona is a little crowded. But it has been determined that

JEROME PRAIRIE
CONSOLIDATION REPORT
(CONTINUED)

it is a viable option.

Director Ely reported that the total cost to move the two portable classrooms from Lincoln Savage to Madrona and set them up is \$18,000. If a third classroom is needed there is another portable at Applegate that is estimated to cost about \$20,000 to move. Teachers would be paid for time packing and unpacking their rooms. That cost with some additional custodial time is estimated to be about \$10,000.

Superintendent Huber-Kantola stated that we are looking at transportation challenges. We would be keeping all of the kids that are currently Hidden Valley kids continuing to be Hidden Valley kids.

Director Valenzuela commented that he is very aware of the concern regarding the potential for earlier pick-up times. He then explained the challenge faced for the River Banks and Hayes Hill routes—but explained that he and First Student Manager Rowdy Bates will be meeting to look at some out-of-the box solutions to avoid earlier pick-ups as well as not adding additional routes.

Director Breckner reported on the staffing impact. In looking at the staffing needs for Madrona if a consolidation with Jerome Prairie were to occur, the size of the school comes close to that of Fruitdale or Manzanita. There would be a reduction of approximately seven classified positions, which would save approximately \$125,000. She added that in the past when school consolidations occurred the district has always found positions for people. A reduction doesn't mean that those people would be necessarily laid off. There would also be a reduction of two teaching positions for a savings of about \$110,000 (savings based on a 10-day contract reduction). The total staff savings estimate = \$235,000. The first year would be less due to the cost of moving, but after the first year would not have the repeated start-up costs.

Superintendent Huber-Kantola reviewed incidental “soft” savings that were difficult to put a price tag on:

- Benefit cost from combining half-time positions to full-time positions.
- Stress/burn-out rate of staff split between buildings
- Food service supplies/food
- Maintenance
- Electrical savings at Jerome Prairie
 - 5 year average = \$15,693
- Fuel savings at Jerome Prairie
 - 5 year average = \$31,396

The next step will be to appoint a committee with directors Dave Valenzuela and Debbie Breckner leading the committee to look at some of these issues and bring a report back to the Board in March to make a decision.

Other things being looked at which may occur either way:

- Some kids on North Applegate road that currently attend Madrona be moved to Applegate.
- There is also a route near Williams which brings kids to Madrona—and those kids could potentially attend Williams.
- Possibly establish a multi-handicapped classroom in the North Valley attendance area which would free up one additional classroom at Madrona.

Member Meier explained there will be thoughtful decisions which will offer the community opportunity for input and an opportunity to be involved. The district not only looks at the dollars, the district is also about educating our kids and doing a good job by our students.

Member Crume added that the possibility of leasing the Jerome Prairie facility out could bring potential income to the district. He then invited community members to attend the budget meetings and see the financial difficulties faced by the district.

JEROME PRAIRIE
CONSOLIDATION REPORT
(CONTINUED)

Member Litak asked about the capacities assigned to the schools. He then commented that tonight it has been estimated the district could potentially save about \$250,000/year with the closure of Jerome Prairie. This was the same amount that was estimated to be saved by the closure of Wolf Creek elementary. How much has the district actually saved by closing Wolf Creek? Superintendent Huber-Kantola said he would look into it and report back.

Member Meier asked if she were a member of the Jerome Prairie community what should she expect next? Director Breckner responded that she and Director Valenzuela will work with Ms. Van Brunt to establish the membership of the committee along with dates for meetings. There is an option to have a school Board member on the committee.

Member Litak made a motion to approve the December 17, 2012 minutes. Member Crume seconded and the motion passed unanimously (Member Meier abstained due to her absence at the December meeting).

APPROVAL OF MINUTES

Adjourn at 9:05 PM

ADJOURN

Ron Lengwin
Chairperson of the Board

Dan Huber-Kantola
Superintendent-Clerk