

**MINUTES OF WORK SESSION MEETING OF SCHOOL DISTRICT BOARD  
OF  
SHERIDAN SCHOOL DISTRICT 48J**

June 6, 2012

The Board of Directors of District No. 48J, Yamhill County, State of Oregon, by common consent convened in Work Session at the Sheridan School District Office in said district at 5:35 p.m. on the 6th day of June, 2012.

**PLEDGE OF ALLEGIANCE**

Mrs. Breeden called the meeting to order at 5:35 p.m. and led the Pledge of Allegiance.

**ROLL CALL**

**Board:**

<input checked="" type="checkbox"/>	Larry Deibel, Director, left 6:10 p.m.
<input checked="" type="checkbox"/>	Robin Rawlings, Director
<input checked="" type="checkbox"/>	Judy Breeden, Chairperson
<input checked="" type="checkbox"/>	Harvey Hall, Director
<input type="checkbox"/>	Jason Alexander, Director, <b>Absent</b>

**Others Present:**

A.J. Grauer, Superintendent  
Penny Elliott, District Secretary  
Candace Pelt, SpEd Director  
Dean Rech, SHS Principal  
Marti Hofenbredl, FCS Principal  
Bill Rasar, Maintenance Supervisor

**PUBLIC INPUT**

No public input.

**PRESENTATIONS:**

**A. Long-Term Planning Toward Bond Vote**

Sheridan School District Strategic Planning 2012

Step 1: Description of how we want our facilities to look

Step 2: What Criteria do we use

Step 3: Action Plan

1<sup>st</sup> impression:

Facilities:

Outside/Inside: Entryways, Bathrooms

Entryways/Office/Bathrooms /Common Areas: Hallways

Tidy: not cluttered

Inviting: small town (picnic tables, well kept landscape, curb appeal)

Entryways: swept, cleaned, waxed

Continual Customers:

Library/Cafeteria

Evaluation tools:

Check lists - just cleaned by . . .

A new form – Facility Follow Up Form: (who used area – use check list -clean up form)

Checklist:      Custodial  
                    Maintenance  
                    Grounds

**Mowing:**

Yamhill County – only will work at high school and district office area: no elementary schools because they are orange suits / one yr agreement to mow once a week, Wednesday for \$200.00.

Guy from Dallas to Mow? If available – if not, subs.

Polk County – does not mow

**Landscaping:**

Bring in company 2 x a year district wide. Depending on need 3 x a year.

**Maintenance:**

Maintenance Direct: School Dude

Anyone in the district can make a request/ when assigned becomes an official work order (reports: monthly) / assign a budget code or PO to the work order / could be used as an evaluation tool (if staff is not doing the job in a timely manner).

IT Direct module for district – FCS is for it.

Recommendation to Board to go with School Dude and the IT module.

August/September we need to start tackling the priority list 12-13

Task Schedule List:

Landscape direction/ feedback/ Drinking fountains in the gym. - working document

Grounds:

Report back to board Yamhill County, develop a checklist

Facilities with School Dude:

July 1 - Bill or Jim will not do it unless they have a work order.

Facilities Handbook: how things work

**NEXT REGULAR MEETING AGENDA – June20, 2012 at 6:00 PM**

**ADJOURNMENT**

**Motion: Harvey Hall  
7:15 pm**

**Second: Robin Rawlings**

**Motion passed unanimously.**

Respectfully Submitted by:  
Penny Elliott

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Superintendent/Designee

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Board Chair/Designee