

**July 18, 2023 - Corbett School District Regular Board Meeting Minutes**  
**Board Approved**

A Regular Board Meeting of the Board of Trustees of Corbett School District was held Tuesday, July 18, 2023 beginning at 7:00 PM in the MPB/Board Room and via ZOOM-Owl virtual platform. Board members present were Michelle Vo, Chair; Todd Mickalson, Vice Chair (virtual); Bob Buttke; David Granberg; Dylan Rickert (newly elected); Leah Fredericks (newly elected) and Ben Byers (newly elected). Also present were Administrators Derek Fialkiewicz, Ed.D., Superintendent (virtual); Jeanne Swift, Assistant Superintendent/Student Services Director; Brie Windust, Business Office Assistant/ZOOM moderator; Robin Lindeen-Blakeley, Deputy Clerk/HR Lead and Cindy Duley, Business Manager (virtual). No HS Student Representative was in attendance. 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**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86432510383>

Or iPhone one-tap :

US: +16699006833,,86432510383# or +12532158782,,86432510383#

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Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799

Webinar ID: 864 3251 0383

International numbers available: <https://us02web.zoom.us/j/86432510383>

**There were six members in the audience.**

**1.1. Call to Order / Flag Salute**

Michelle Vo-Board Chair, swore in the three recently elected directors, who repeated the oath of office before assuming duties. (ORS 332.005(2) and led the pledge of allegiance to the flag.

<https://policy.osba.org/corbett/AB/BBBB%20D1.PDF>

**Attachments: (2)**

**1.2. Review and Acceptance of Agenda**

Michelle Vo- Board Chair – Added the flag salute to item 1.1.; updated Melinda Tester to .85 FTE under item 12; and announced Executive Session to be moved up on the agenda. Information regarding benefit amendments for Superintendent will be added under item 6.3 with a possible action item.

**1.3. Board Chair Report Information/Discussion**

[https://policy.osba.org/corbett/AB/BD\\_BDA%20G1.PDF](https://policy.osba.org/corbett/AB/BD_BDA%20G1.PDF)

a. Scheduling Fall Retreat/Work Session/Training for the Board – Michelle Vo reached out to Kristen Miles, Board Development Specialist at OSBA. September or early October is goal to schedule fall retreat.

**2. Elect Board Chair and Board Vice Chair Action Item**

Michelle Vo, Board Chair suggested she was OK to remain Board Chair and Todd

Mickalson suggested he was OK to remain Vice Chair.

Board discussion.

David Granberg moved and Bob Buttke seconded:

**RESOLUTION NO. 7.1-23 - RESOLVED** that the Board Elect Michelle Vo as Board Chair and Todd Mickalson as Board Vice Chair.

The vote of the Board was 7-0.

(Board Policies BC/BCA and BCB/ORS 332.040)

[https://policy.osba.org/corbett/AB/BC\\_BCA%20D1.PDF](https://policy.osba.org/corbett/AB/BC_BCA%20D1.PDF)

<https://policy.osba.org/corbett/AB/BCB%20D1.PDF>

3. Approval and Extension of Minutes Action Item

David Granberg moved and Bob Buttke seconded:

**RESOLUTION NO. 7.2-23 - RESOLVED** that the Board approved the minutes of the Regular School Board meeting of May 17, 2023, and granted an extension on the Public Hearing 2023-2024 Budget / Regular School Board meeting of June 21, 2023.

The vote of the Board was 7-0.

<https://policy.osba.org/corbett/AB/BDDG%20D1.PDF>

**Attachments:** (1)

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

David Granberg moved and Bob Buttke seconded:

**RESOLUTION NO. 7.3-23- RESOLVED** that the Board approved the Regular School Board meetings for 2023-24 as the third Wednesday of every month except for March 2024, when the meeting will be held on the second Wednesday of the month. (ORS 332.045)

The vote of the Board was 7-0.

[https://policy.osba.org/corbett/AB/BC\\_BCA%20D1.PDF](https://policy.osba.org/corbett/AB/BC_BCA%20D1.PDF)

**Attachments:** (1)

4. Introduction and Comments of Guests and Representatives

a. No audience comments at this meeting.

<https://policy.osba.org/corbett/AB/BDDH%20D1.PDF>

4.1. Principal / Director/ Supervisor Reports

a. No reports at this time in the meeting.

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5. FINANCIAL REPORTS / MATTERS

**Presenter:** Derek Fialkiewicz, Ed.D., Superintendent and Cindy Duley, Business Manager

☐ 5.1. Single Audit (SEFA) for FY 2021-22                      Action Item

Derek Fialkiewicz, Ed.D, Superintendent; Cindy Duley, Business Manager

Ms. Duley reported that TKW has completed the Single Audit and we have the corrected Action plan. This has not been done for years, but we exceeded the threshold of \$750,000 in federal funds. Nutrition was audited for the year as we provided all students free meals because of COVID relief. We can expect other federal grants to be audited in

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the future and will do regular and single audits together. A wrap up of 2021-22 corrective action plan included eight findings, due to internal controls. Will need additional signoffs and separation of duties or have someone oversee and approve at end point processes for reconciliation and year end. Only non-action is Student Body Fund regarding deficiency. Auditors wanted it to go directly into our business books, but the software we use is a lot more flexible than our business software.

Michelle Vo clarified that MESD picked up the tab for the \$10,000.00 single audit fee. Ms. Duley said yes, probably a one-time thing, with clarity in audit RFP.

Board discussion.

Ms. Duley suggested audits now are for staff resolution on accounts and reporting going forward.

Todd Mickalson moved and Leah Fredericks seconded:

**RESOLUTION NO. 7.4-23 - RESOLVED** that the Board adopted the Corrective Action Plan response to the Schedule of Expenditures of Federal Awards (SEFA) for the Year ended June 30, 2022.

The vote of the Board was 7-0

<https://policy.osba.org/corbett/D/DIE%20D1.PDF>

**Attachments:** (2)

#### 5.2. Report Information Item

Cindy Duley, Business Manager, reported on the information in the packet. There is still grant proceeds and invoicing to show up for changes over the next month, and expenditures in the 2022-23 year to be reported like p-card expenses. July payroll on the 31<sup>st</sup> is for last payroll ending fiscal year 2022-2023. By end of August should have solid numbers, July is still preliminary for Projected Ending Fund Balance (PEFB) of about \$1 million in General Fund (GF), close to what we budgeted. The 2023-24 budget has been filed with TSCC and County Assessor.

An audit services RFP is on the website and published in The Gresham Outlook for the years 22-23, 23-24, 24-25. We may need to extend the deadline to get proposals, as due on July 28.

**Attachments:** (1)

Michelle Vo asked regarding GF Associated Payroll at 105%.

Ms. Duley answered that included Supplemental budget for under-budgeted category. Over 100% are flags for Revenue and Expenditures to watch.

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#### 5.3. See 7.1

**Description:** <http://policy.osba.org/corbett/AB/BBA%20D1.PDF>

<http://policy.osba.org/corbett/D/DJC%20D1.PDF>

<https://policy.osba.org/corbett/D/DJC%20R%20D1.PDF>

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☐ 5.4. See 7.1

**Description:** <http://policy.osba.org/corbett/D/DH%20D1.PDF>

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5.5. See 7.1

**Description:** <http://policy.osba.org/corbett/D/DGA%20D1.PDF>

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☐ 5.6. See 7.1

**Description:** <http://policy.osba.org/corbett/D/DG%20D1.PDF>

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☐ 5.7. See 7.1

**Description:** <http://policy.osba.org/corbett/C/CB%20D1.pdf>

<http://policy.osba.org/corbett/C/CBA%20G3.pdf>

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☐ 5.8. See 7.1

**Description:** <https://policy.osba.org/corbett/D/DJ%20D1.PDF>

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5.9. See 7.1

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☐ 5.10. See 7.1

**Description:** <https://policy.osba.org/corbett/D/DJ%20D1.PDF>

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☐ 5.11. See 7.1

**Description:** <http://policy.osba.org/corbett/D/DFA%20D1.PDF>

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☐ 5.12. See 7.1

5.13. Budget Committee Vacancy Information Item

Position No. 3 is vacant and would be for a term that expires or renews on December 31, 2024.

Derek Fialkiewicz, Ed.D., Superintendent, explained that this vacancy is from a budget member becoming a Board member. Applications can be received from Ms. Lindeen-Blakeley.

Ben Byers added that being a budget member is a fascinating way to get to know the dealings of the district and would recommend it, as he enjoyed it thoroughly.

Board discussion on ways to advertise.

Michelle Vo added that new board members are part of the budget committee.

**Attachments:** (2)

5.14. See 7.1

6. Superintendent Fialkiewicz

Report Information Item

a. Summer Learning – did not do this year as students and staff needed a break and no longer funded by the State. There was credit retrieval for high school and a few did that.

b. Woodard Road property project – still looking at completion date at end of November with a December move in and January 8 start date for students. The metal building is up and framed. Building 1 on the left hand side is completed mostly except for paint. They have started on Building 2.

c. Fall opening plans – New hires here on August 17 with full day of the workings of the district. A kick off at Camp Angelos is August 23 with breakfast and Board invited.

d. Goals for 2023-2024- these will focus more on academics and will be presented next month.

<https://policy.osba.org/corbett/C/CBG%20G1.PDF>

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#### 6.1. Enrollment/Application Process Update

Derek Fialkiewicz, Ed.D. – 1070 in person and now there is an online option for students to do school and a couple have chosen that were waiting in the queue.

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

Derek Fialkiewicz, Ed.D.- the CTE grant afforded us to finish gym and hallway area by June 30. Grant is finalized and some equipment for the classrooms was purchased.

Upgrades to GS with two teachers moving to Long House, and putting in barriers for the

50-60 K-1 students. There were three bids on project and they are working on adding walls and space in the middle. Moving a couple of office spaces and will be completed by the time students are back.

Board discussion.

Soderstrom is working on permits and there is one exit out.

6.3 Contract Agreement – Board discussion on procedures to look at appropriate ways for Board to take a first look.

Michelle Vo joined the meeting virtually to share her screen and walk through the contract with four changes. Background was a three-year contract drawn last year. Last year was the first year. We try to do a rolling contract, so the proposed contract would be extended until June 30, 2026. There is no compensation increase. District pays all PERS, employer and employee portions. Annual contributions to annuity from \$9600 to 15% of salary, currently \$22,500 or \$800 increase per month. Health insurance after retirement until the age of 65 earned at 10% per year of employment. Ms. Vo presented assumptions at today's costs. Please send any communications through Ms. Lindeen-Blakeley to send to negotiation team of Todd and Michelle. Possibly analyze next month and if updated, run by attorney to see what their thoughts are. If we have ahead of next meeting can send out to all. (Existing contract is in the April 20, 2022 meeting agenda on

BoardBook under item 13.3).

8:24 p.m.

Board discussion.

Dr. Fialkiewicz said these are changes to show he is committed to the District and vice versa.

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#### 7. CONSENT AGENDA

Todd Mickalson moved and Bob Buttke seconded:

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7.1. **Consent agenda \*\*Resolution items 7.5-23\*\* through 7.21-23\*\* Action Items 5.3\*\*RESOLUTION NO. 7.5-23\*\* - RESOLVED** that the Board of Directors

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for Corbett School District is the governing body and Local Public Contract Review Board for the school under ORS 279A.060 as delegated. (Board Policies BBA, DJC and DJC-AR)

**5.4\*\*RESOLUTION NO. 7.6-23\*\* - RESOLVED** that the Board bonded Derek Fialkiewicz, 1.0 FTE Superintendent; Robin Lindeen-Blakeley, 1.0 FTE Deputy Clerk/HR Lead; Brie Windust, 1.0 FTE and Christie Dillard .75 FTE, Business Office Assistants, as required under ORS 332.525. (Board Policy DH)

**5.5\*\*RESOLUTION NO. 7.7-23\*\* - RESOLVED** that the Board designates Derek Fialkiewicz, Superintendent and Robin Lindeen-Blakeley, Deputy Clerk/HR Lead, as custodians of funds who will sign checks for Corbett School District No. 39, Multnomah County, and Derek Fialkiewicz, Superintendent; Jeanne Swift, Assistant Superintendent /Student Services Director and Brie Windust, as custodians for Corbett Middle/High School Student Body Account funds in compliance with 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)

**5.6\*\*RESOLUTION NO. 7.8-23\*\* - RESOLVED** that the Board designated Oregon State Treasury Local Government Investment Pool, U.S. National Bank, the Bank of New York Mellon and Zions Bank as depositories for 2023-2024. (ORS 328.441, 294.805-294.895) & Board Policy DG

**5.7\*\*RESOLUTION NO. 7.9-23\*\* - RESOLVED** that the Board designated Derek Fialkiewicz as Chief Administrative Officer/School District Clerk and Budget Officer who should prepare or supervise the preparation of the budget document effective July 1, 2023, in compliance with ORS 294.331. (Board Policy CB and Board Policy CBA)

**5.8\*\*RESOLUTION NO. 7.10-23\*\* - RESOLVED** that the Board designated Robin Lindeen-Blakeley, 1.00 FTE Deputy Clerk/HR Lead and Cindy Duley, 1.00 FTE Business Manager through MESD Resolution dollars. (Policy DJ) (ORS 332.515)

**5.9\*\*RESOLUTION NO. 7.11-23\*\* - RESOLVED** that the Board confirmed The Hungerford Law Firm as our advisor and representative for legal matters and OSBA Legal Services as assistant representatives.

**5.10\*\*RESOLUTION NO. 7.12-23\*\* - RESOLVED** that the Board authorized its superintendent or the superintendent's designee to enter into and approve payment on contracts for products, materials, supplies, capital outlay, equipment and services that are within appropriations made by the district school board. (ORS 332.075(2-3) and Board Policy DJ and DJ-AR)

**5.11\*\*RESOLUTION NO. 7.13-23\*\* - RESOLVED** that Board confirmed the RFP process

underway for the financial auditors for the school years ending 2023, 2024 and 2025 (ORS 328.465, 327.137, 297.405)

**5.12\*\*RESOLUTION NO. 7.14-23\*\* - RESOLVED** that the Board approved The Gresham

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Outlook as our designated newspaper of record for official district notices. (Policy DJC-AR)

**5.14\*\*RESOLUTION NO. 7.15-23\*\* - RESOLVED** that the Board recognized a role change on the Bond Oversight Committee with Todd Redfern changing from Board Member to Community Member. (Policy BCF)

**11.1\*\*RESOLUTION NO. 7.16-23\*\* - RESOLVED** that the Board approved the fall season coaches for 2023-24 as attached in the Board packet.

**12.1\*\*RESOLUTION NO. 7.17-23\*\* - RESOLVED** that the Board confirmed the hire of Claire Kennedy, 1.00 FTE 6th Grade Teacher, effective August 17, 2023.

**12.2\*\*RESOLUTION NO. 7.18-23\*\* - RESOLVED** that the Board reconfirmed the OFLA/FMLA leave for Dora Velador, 1.00 FTE Custodian, effective July 10, 2023-October 2, 2023.

**12.3\*\*RESOLUTION NO. 7.19-23\*\* - RESOLVED** that the Board confirmed the resignation of Aaron Long, 1.00 FTE CAPS 6th-8th Grade Teacher, last day of work effective June 7, 2023.

**12.4\*\*RESOLUTION NO. 7.20-23\*\* - RESOLVED** that the Board confirmed the leave of absence for 1.00 FTE 6th/7th Grade Teacher, Brian Lutes, for the 2023-24 school year.

**12.5\*\*RESOLUTION NO. 7.21-23\*\* - RESOLVED** that the Board confirmed the transfer of Sam Wallace, 1.0 FTE Secondary Teacher, to CAPS K-2 Teacher, effective August 21, 2023.

Todd Mickalson mentioned there may be a correction for football middle school coach next month.

The vote of the Board was 7-0 in favor of Consent Agenda \*\*Resolution Items 7.5-23 through 7.21-23\*\*.

**Attachments:** (1)

8. CURRICULUM

Derek Fialkiewicz, Ed.D., Superintendent - announced nothing at this time but there will be at the August meeting.

9. STUDENTS

Derek Fialkiewicz, Ed.D., Superintendent – same as 8.

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10. TRANSPORTATION, BUILDINGS AND MAINTENANCE

Derek Fialkiewicz, Ed.D., Superintendent – a new bus was approved for 2022-23.

Michelle Vo noted that a five-year or seven-year financial purchase option to pick.

Dr. Fialkiewicz added that those numbers are 70% reimbursable by government.

Board discussion.

Ms. Duley said the expected life of the bus is greater than seven years with annual reimbursement.

Dr. Fialkiewicz added that after talking to Todd Williams, Transportation Supervisor, we will not need another bus, as we are fully stocked.



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Todd Mickalson moved and David Granberg seconded:

☐ 10.1. **RESOLUTION NO. 7.22-23 - RESOLVED** that the Board chose the five- year financing payment option for the BlueBird All American 84-passenger bus that was ordered and budgeted for in 2022-23.

The vote of the Board was 7-0.

**Attachments:** (1)

#### 11. CO-CURRICULAR ACTIVITIES

Derek Fialkiewicz, Ed.D., Superintendent gave a shout out to Katelyn White for her help with the July 4 pancake breakfast. He thanked all the students involved with the floats in the parade. He is looking forward to more in the future, even as a small town, so much fun.

11.1. See 7.1

#### 12. Personnel

Derek Fialkiewicz, Ed.D., announced aloud:

Transfer of Melinda Tester, .83 FTE GS Educational Assistant to .85 FTE GS/HS Office Administrative Support Staff.

Transfer of Tanya Hayden, .83 FTE Instructional Aide to .83 FTE Cafeteria Support Staff.

Resignation of Michelle O'Donnell, .85 FTE K-12 SPED Instructional Assistant, effective July 14, 2023, last day of contract was June 2, 2023.

12.1. See 7.1

☐ 12.2. See 7.1

☐ 12.3. See 7.1

☐ 12.4. See 7.1

☐ 12.5. See 7.1

#### 12.6. Vacant Positions      Information Item

Derek Fialkiewicz, Ed.D. read aloud:

We have vacant positions open for the 2023-2024 school year for: Substitute Bus Drivers; High School Head Varsity Boys Basketball Coach; GS Educational Assistants; CAPS Administrative Assistant; CAPS Grades 6th-8th Teacher; Bus Driver; High School Head Varsity Track Coach and HS Spanish Teacher (temporary).

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

12.7. See 7.1

#### 13. Policy

Board Chair and Derek Fialkiewicz, Ed.D., Superintendent – no information at this meeting.

#### 14. Matters for the Good of the Order

##### Board of Directors

- a. Todd Mickalson welcomed our new Board members and reminded them to “not



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reply all" on their emails.

<https://policy.osba.org/corbett/AB/BBAA%20D1.PDF>

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## 15. COMING EVENTS

Board Chair, Michelle Vo, read aloud:

☐ 15.1. Regular School Board Meeting, Wednesday, August 16, 2023, MPB/Board Room via ZOOM/Owl, 7:00 p.m. if approved under item 3.1.

☐ 15.2. New hire workshop, Thursday, August 17, 2023

15.3. Monday-Thursday, August 21-24, 2023 - Teacher In-service and Preparation

☐ 15.4. Community Open House / Conference in the evening, Thursday, August 24, 2023

☐ 15.5. First Day of School for all students, Monday, August 28, 2023

☐ 15.6. Monday, September 4, 2023, Labor Day Holiday - no school

☐ 15.7. Friday, September 8, 2023 - School Day

☐ 15.8. Summer OSBA Board Conference, August 11-13, 2023 Salem Convention Center

September 21, 2023 - Fall OSBA Regional Meeting at Sheraton Portland Airport Hotel

OSBA Annual Convention - November 10-11, 2023 - Portland Marriott Downtown Waterfront Hotel

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

Ms. Lindeen-Blakeley verified Camp Angelos is on August 23.

Michelle Vo commented that she has liked the summer OSBA conference in the past. 9:01 p.m.

16. Executive Session, was held pursuant to ORS 192.660 (2)(d) for the purpose of: To conduct deliberations with persons designated to carry on labor negotiations.

All board members and attendees listed at the beginning of the meeting were in attendance or in person virtually except for Ms. Swift.

Recess from Executive Session at 10:20 p.m.

Reconvene to Public Session at 10:23 p.m.

All Board members and attendees that were in Executive Session reconvened to public session.

☐ 17. ADJOURNMENT – The Board adjourned at 10:23 p.m.

