

Three Rivers School Board of Directors met for a regular session, Monday, February 11, 2013 at Manzanita Elementary, 310 San Francisco, 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 ABSENT

ALSO PRESENT

Also Present: Linsay Cathey/Dailey Courier, Van Grainger, Dave Marks, Kim DeForest, Cindy Drought/OSEA Field Rep, Steve Jones, Devon Dorn, Bonnie Cameron, Kevin Marr, Lisa Cross/District Accountant, Kari O'Brien, Jewel Shane, Cassie Banuelos, Danny York, Michael Morris/Sodexo Food Service Manager, Elly Lengwin, Nellie Wildey, Patricia Krauss, Chris Ferguson, Jennifer Ferguson, Colleen Hoffman, John George/Fleming MS Principal, Daye Stone/Hidden Valley HS Principal, Jessica Durrant/Manzanita Elementary Principal, Chris Pendleton, Julia Richardson and Shelly Quick/Recording Secretary.

Board Chair Ron Lengwin called the meeting to order at 7:15 PM and led the audience in the Pledge of Allegiance.

CALL TO ORDER

Superintendent Huber-Kantola shared that through the cooperation with the Young Marines we helped participate in the Toys for Tots Program and they gave away toys at the Merlin Alternative Center a couple of days before Christmas. One of the big contributors to the program is Michael Morris. The giveaway in Josephine County last December provided toys to 1,534 children in the Josephine County and could not have been done without Mr. Morris' help.

RECOGNITION OF EXCELLENCE

Superintendent Huber-Kantola reported on the enrollment at Woodland Charter School. When we entered into the agreement with them we talked about having a cap of 20 kids that could go from the district to Woodland. Without identifying the kids specifically he presented where the kids came from, when they entered, and grade level. We currently have 15 total students that were in the district last year that are now attending Woodland Charter School. The ADM count is just slightly over 10. He added that only 4 of the 15 students came from either Williams or Applegate.

SUPERINTENDENT'S REPORT

Superintendent Huber-Kantola explained that the district gets remote small school funding for Williams Elementary School and Applegate. When we look at shifting enrollment between schools, we calculated the optimal number of kids that could be at each school where we would get the optimal amount of money from the remote

SUPERINTENDENT'S
REPORT (CONTINUED)

small school funding formula. Currently at Applegate there are 108.3 ADM for grades 1-8. The optimal size to get as much out of the remote school funding as possible is 115. If we are below 115 we don't get as much and if we start to go over that amount we don't get as much either. At Williams the tipping point is about 70 kids. We are quite a bit under that amount at this time—46.89. It wouldn't hurt anything at either school, in fact would help, if we made some boundary adjustments and had a few more kids at both Applegate and Williams.

Superintendent Huber-Kantola followed up on the question from last month about savings from the closing of Wolf Creek. The savings realized on an annual basis, mostly due to staff, is \$191,779. The projected savings before the closure was \$181,164 for 2012-13. What is not factored into that is that there is now a charter school in the building. The actual savings with the charter school is probably somewhere around \$30,000.

Superintendent Huber-Kantola updated the board on the safety task force. His first plan is to meet with the principals Thursday and ask them to work with their Site Councils on some very specific things such as: at their school, prioritize the things that principals presented at the board meeting; ask every Site Council in every building to have a uniform template of a safety plan. The template is being shared by Sherry Ely at District 7, which will ensure the same template for all schools in Josephine County; look at the things suggested by Deputy Fields when he visited each of the schools and work on the things that are non-monetary—the things that are monetary need to get put on a priority list to review; compile all of the priority lists in the district and work with Director Ely to compile a district-wide priority list. There is only so much money available in capital projects (excise-tax money), and other things such as roofs needs to come out of that same fund.

HIDDEN VALLEY FUTURE
BUSINESS LEADERS OF
AMERICA

Hidden Valley Future Business Leaders of America (FBLA) representatives Ghia, Lindsay, Bethany and Michelle gave a presentation on the activities in their FBLA chapter. They explained service, education and progress are the three basic things that make up FBLA. They are involved in community service, fundraising and competitive events such as regionals, state and nationals. Hidden Valley FBLA has received 'Chapter of the Year' award for eleven consecutive years.

FINANCIAL REPORTS

District Accountant Lisa Cross reported that the cash report shows we are right on track with our taxes; we are still at about 2.9% above what we got last year from taxes. The estimated year end fund balance is up about \$120,000. This is due to a little bit more in interest that has come through from our changes with banks; a little bit more in the common school fund and a little bit more in our ESD flow through dollars. We also had a little bit of savings in our utilities.

MAINTENANCE REPORT

Maintenance Supervisor Robert Horban reported that last October our insurance carrier, PACE, performed a risk assessment in our schools. One area of high concern discovered in the walk-through was the bleachers inside the buildings. Hidden Valley was specifically noted. The structural integrity is rapidly failing. Replacement parts are no longer available. We will be looking into the cost to replace the bleachers, which will be substantial. He will investigate it further and report back to the board.

Mr. Horban also reported that safety straps for the basketball hoops at all high schools are on order. He was able to save a great deal of money when purchasing them by dealing directly with the manufacturer.

FOOD SERVICE REPORT

Food Service Manager Michael Morris stated that in addition to his written report he would like the board to know that he has picked up five additional snack programs, which puts them about 400 snacks above budget every month. Additionally they are

now serving food on non-student days for Boys and Girls Club which brings additional revenue into his program.

FOOD SERVICE
REPORT

Manzanita Elementary School Principal Jessica Durrant reported that conferences were last week. They were very well attended and there were some difficult conversations held with parents. OAKS testing began last week. Science Night is Wednesday, February 13th. 102 Science Fair projects will be on display in the gym for parents. OMSI will also be giving a presentation at 6:00 PM. Ms. Durrant then introduced Nick Banuelos, a fifth grader, who was selected as the Manzanita Rotary Student of the Year. Nick is an excellent role model and has six years of perfect attendance.

ELEMENTARY SCHOOL
REPORT

Fleming Middle School Principal John George reported that a number of the district administrators will be attending the Proficiency Based Learning (PBL) conference in Portland. There are five administrators from our district that will be presenting at this conference talking about our trials and tribulations, and the implementation and move to the common core standards and proficiency based learning. Mr. George stated that Fleming is in the fifth year of being a recipient of their Gear-Up grant offered through the Oregon University System. It is a national based grant to promote college, and preparedness for high school among middle school students. Over the years they have done college visitations, college financial aid nights and completing college applications. Mr. George also talked about the 'Explore ACT' program, in which they have eighth graders take the Explore ACT test, which is geared toward middle school students. There is also an additional \$25,000 grant for technology funds in which they have purchased new ActiveBoards and tech supplies for the future. The conferences at Fleming were not as well attended as he would have liked, but felt the targeted populations that they called and had them attend staffings gave them a good opportunity to meet with parents where they need to be able to provide some extra assistance to kids. He also informed the Board that the Fleming roof is in dire need of repair. There was some significant leakage in some of their rooms this year.

MIDDLE SCHOOL
REPORT

Hidden Valley High School Principal Daye Stone reported that they are starting to look a master scheduling for next year, what they will be offering for kids, and how they can make Hidden Valley better. Mr. Stone referred to a handout he presented to the Board regarding *College Credit Opportunities*. They are looking to expand college credit opportunities. He wants to make Hidden Valley the best and desirable to attend. They are looking at alignment of high school courses with college courses. This would also allow students to complete college courses while still in high school.

HIGH SCHOOL
REPORT

Member Crume asked how things were going to potential offer shop and/or vocational classes during the enrichment periods. Mr. Stone responded that they have an auto body enrichment, but were not able to expand it as much as they wanted this winter. There will be some other opportunities during third trimester. They have raised about \$5,000 to re-do the school entryway and do some other refurbishing and beautification projects for the school.

A break was taken at 8:10 PM.
The meeting reconvened at 8:20 PM

BREAK

Member Meier moved to approve the Consent Agenda as presented. Member Litak seconded and the motion passed unanimously.

CONSENT AGENDA
APPROVED

Cindy Drought, OSEA Field Representative, asked for clarification regarding the administrator MOU—the 2012-13 MOU stated no step and no COLA, but states the salary schedule will be adjusted by 1/2 step. Does this mean a salary increase for those administrators who are still eligible for step advancement? Superintendent Huber-Kantola explained the 1/2 step adjustment to the salary schedule is a cost of approximately

COMMUNITY
COMMENTS

COMMUNITY COMMENTS
(CONTINUED)

\$12,500 for all of the administrators. Ms. Drought also asked for clarification on the target amount of cut days for all staff as the administrator MOU refers to 9 cut days—instead of 10. Superintendent Huber-Kantola responded that the target was still 10, but like the licensed staff, they were able to have one day bought back from Federal funds on August 28th.

Teacher Kari O'Brien stated all of the TREA officers were at the meeting to thank the Board and Directors for all of their work. They appreciate the good will that was shown during bargaining last year. They hope when bargaining starts up again with the financial reopener that the same energy will carry with them. They are asking for a full school year for the kids—and everyone.

NORTH VALLEY ATHLETIC
FACILITY COMMITTEE

North Valley Assistant Principal Dustin Purnell provided an update regarding the work on the baseball field. The committee has raised a lot of money. Mr. Purnell provided a sketch indicating what is currently being worked on. The labor is donated and a lot of the materials are donated. The dugouts are about ready to be constructed, the old dugouts have been removed. They have also put up a retaining wall. It doesn't look like the hitting facility will be up this Spring. He also provided a flyer on their upcoming 'Knight Out' auction fundraiser.

JEROME PRAIRIE/MADRONA
CONSOLIDATION
COMMITTEE REPORT

Director Debbie Breckner reported that they had their first JP/Madrona Consolidation Committee meeting last Tuesday. The committee is operating under the AR around school closures. That AR specifies a committee of 7 to 12 members made up of parents, staff and community members that could be affected by a potential closure. The make up of the committee includes: a teacher from Jerome Prairie (Rob Harrington), a teacher from Madrona (CeCe McKee), a classified assistant from Jerome Prairie, parents from the Site Councils and PTA's from both schools (Kim Flow, Mandy York, Amanda Obien and Lori Guerero), administrators Lise Van Brunt and Kirk Baumann, and facilitating the group is Directors Dave Valenzuela and Debbie Breckner.

The language around the AR in terms of what the committee is supposed to achieve is vague in terms of what the outcome is—so when they met they generated some ground rules and how they will operate. They want to make sure there is an opportunity for everyone who is participating on the committee to be heard. They also set up a process for how members of the community and staff who are not on the committee can forward concerns. The group decided they will process every concern that comes in through the full committee. The process set up for that is that questions are e-mailed to her assistant Justin Tocher, and every Friday he e-mails the questions out to the group, they add them to their list, and will talk about them at the next committee meeting. They also generated a list of questions to have answered for the next meeting. A lot of them have to do with transportation in the district. Some concerns about the length of time kids are on the busses. Also looking at the expense—is there any added expense from bussing students from Jerome Prairie to Madrona? They are looking at can they survey families to see how many people would use the bus; the concern now is that a lot of families in the Jerome Prairie area transport their kids, and because of the additional distance to Madrona—would they continue to do that? What finance numbers are the district looking at—would like to know the savings from closing of other schools in the district? Looking at vandalism; any grants available to keep Jerome Prairie open because it is a historical building; what's the impact on Lincoln Savage?

The next meeting will be next Thursday (February 21st) at 6:30 at the Jerome Prairie Library. The meeting is an open meeting where people can observe the committee work—but it is not an open forum. It is a transparent process that the public can watch, but a time for the committee to do the work that they need to do. Director Breckner will forward the minutes from the meeting on to the Board.

District Accountant Lisa Cross presented the 2012 Financial Statements and Audit to the Board. Ms. Cross reported that the auditor's expressed an unqualified opinion and there were no significant deficiencies and no instances of noncompliance. We received the best type of report you can receive from an external auditor. Also provided was an SAS-12 management letter, which is a requirement as of 2007. All auditors have to send the letter out directly to the board members. They are auditing our internal controls.

2012 FINANCIAL
STATEMENTS AND AUDIT

Ms. Cross explained that one of the things about our financial statements are the net assets. If this is reviewed from year-to-year it is a good way to take a look at how the district is doing financially as a whole. The district was down in net assets \$2.5 million from last year. Most of that was due to the depreciation of capital assets. There was also \$500,000 less in the ending fund balance.

Board Chair Lengwin reported that the election is in May and there will be vacancies in zones I, II, III and V. The filing deadline is March 21, 2013. Applications are available at the County Clerks Office and the District Office.

SCHOOL BOARD
POSITIONS—ELECTION

Superintendent Huber-Kantola stated they have been negotiating with the administrator's for the last several months about their contract for this year. There are some minor language changes in the contract, such as the contract year, the titles of some of the director's in the contract, the holidays for the 230 day director, the number of days reduced and then no COLA increases and no insurance cap increases. The contract does include an adjustment to the salary schedule. Superintendent explained the salary comparison with other area districts, our district does not want to be leading the pack, as we are not financially able to do that. For the sake of retaining and recruiting people we don't want to be at the bottom. Currently, our administrator's are second from the bottom in compensation, only Rogue River is lower. Moving up the salary schedule 1-1/2% (1/2 step) for the remainder of the school year, will adjust the salary schedule to get them a little bit of movement and the cost is fairly minor—about \$12,500.

2012-13 ADMINISTRA-
TOR'S MOU

There was a brief discussion for clarification purposes regarding the travel stipend and additional compensation for mileage.

Member Litak commented that our administrator's have "taken it on the chin" more than any other than any other group over the last several years. Our district is no longer competitive, which is not a good place to be. We had to make some small move to get them more compensation. They have had no COLA's for the last couple years and missed two steps all together.

Member Meier added that any time we go into bargaining one of the first questions she asks is for a comparison to our neighboring districts because we are looking at what's best for kids. It is not best for kids if we are not retaining qualified staff. She does not want to see our district at the top or bottom for any of our groups.

Member Meier made a motion to approve the 2012-13 Administrator Memorandum of Understanding. Member Crume seconded and the motion passed unanimously.

APPROVED

Manzanita Principal Jessica Durrant requested approval for an OEA 'Promising Practices' grant to buy one iPad for a special education student to use.

OEA PROMISING
PRACTICES GRANT

Member Litak moved to approve the OEA Promising Practices grant application. Member Crume seconded and the motion passed unanimously.

APPROVED

Superintendent Huber-Kantola presented the SOESD Local Service Plan for approval. He explained that the boards need to vote to have a resolution to approve the service plan that

SOESD LOCAL SERVICE
PLAN

SOESD LOCAL SERVICE
PLAN

the ESD has. It is essentially the same plan that was approved last year. There is no dollar amount yet—as it depends on what the legislature does with ESD's. The ESD has three areas that they spend money on:

- 1) Resolution 1—Technology and Media Services
- 2) Resolution 2—School Improvement (almost nothing in their budget)
- 3) Resolution 3—Special Education—Majority of services. The district is able to make it more cost efficient to access brailers, interpreters, some occupational therapy, and some physical therapy. For kids where the district couldn't afford a full time person. We also receive flow-through dollars—money back from the ESD for our special education services.

APPROVED

Member Litak moved to approve the SOESD Local Service Plan. Member Meier seconded and the motion passed unanimously.

OPEN ENROLLMENT

Superintendent Huber-Kantola stated that last year we decided not to do open enrollment. The district worked cooperatively with Grants Pass School District to provide a little more flexibility in our transfer policy and much clearer timelines. He e-mailed all three of the local superintendents to see where they were at and they will not be recommending any changes from last year. Superintendent Huber-Kantola recommended we do not have slots open for open enrollment. The board needs to vote on open enrollment annually by March 1st.

Director Ely reported there were 82 incoming transfers approved and 117 outgoing transfers approved—which was a difference of 35. Both districts allow for automatic transfers for employees—so the actual difference is 10. It has gone well this year because both districts have been flexible.

APPROVED

Member Meier made a motion to not open enrollment for our district. Member Crume seconded and the motion passed unanimously.

REVISED POLICY DJ—
SECOND READING
APPROVED

District Accountant Lisa Cross brought forward revised policy DJ, a resolution and internal controls to move forward with the purchasing cards. They have all been reviewed by our auditor and they were very pleased with the internal controls that we would put in place with the purchasing card. If supported by the board, they would first need to approved revised policy DJ—*District Purchasing* as well as the resolution.

APPROVED

RESOLUTION AUTHORIZ-
ING ISSUANCE OF PUR-
CHASING CARDS
APPROVED

Member Litak made a motion to approve revised policy DJ—*District Purchasing*. Member Meier seconded and the motion passed unanimously.

Member Litak made a motion to approve resolution (#4) authorizing issuance of purchasing cards. Member Meier seconded and the motion passed unanimously.

ADJOURN

Adjourn at 9:05 PM

Ron Lengwin
Chairperson of the Board

Dan Huber-Kantola
Superintendent-Clerk