

MINUTES
Pendleton School District 16R Board of Directors
WORK SESSION

September 3, 2024

8:00 am | Board Room and Virtual | 107 NE 10th Street, Pendleton, OR 97801

Present: Patrick Gregg, Chair
Beth Harrison
Ryan Lehnert (virtual)
Mason Murphy (virtual)
Kevin Headings, Superintendent
Michelle Jones, Director of Business Services
Matt Yoshioka, Director of Curriculum, Instruction, and Assessment
Julie Smith, Director of Special Programs
Kevin Dinning, Director of Human Resources
Ronda Thornburg, Executive Secretary

Absent: Vacant Position #6
Dale Freeman, Vice-Chair (with prior notice)
Preston Eagleheart (without prior notice)

The meeting was in person and offered virtually.

1. Opening and Call to Order *Board Chair*

Director Harrison welcomed everyone and called the work session to order at 8:04 a.m.

1.1. Pledge of Allegiance

The group stood and recited the Pledge of Allegiance.

1.2. Meeting Audio Recorded

Director Harrison stated that this meeting is being audio recorded.

2. Summer Programs Report *Matt Yoshioka*

Mr. Yoshioka shared highlights from the annual summer programs, which included the K-1 Jumpstart, 6th Grade Jumpstart, PHS 9th Grade Adventure Camp, PHS Teacher Compacting Week, and the PHS Summer Credit Retrieval program. Transportation and meals were provided for all programs.

3. Policies – First Reading *Michelle Jones*

3.1. DJC & DJC-AR – Bidding Requirements & Exemptions from Competitive Bidding and Special Procurements.

Reflects the new amounts for the procurement levels passed in House Bill 1047 (2023) and went into effect January 1, 2024. The policy also defines “public improvements” for purposes of the procurement levels, defines “community benefit contract” and the “Construction Manager/General Contractor procurement.” The proposed administrative regulation, DJC-AR – Exemptions from Competitive Bidding and Special Procurements, has been updated and continues to provide guidance for procurements that are exempt from competitive bidding or are special procurements.

3.2. DJCA – Personal Services Contracts. The recommendation is to delete the existing policy and AR and replace them with the policy and AR DJC.

3.3. **KBA-AR – Public Records Request.** The purpose of this update is to make schools aware of some minor changes to the definition of public records under ORS 192.005, which describes any information generated by the school in the course of business “necessary to satisfy the legal, administrative, fiscal, tribal cultural or historical policies, requirements or needs of the state agency or political subdivision.”

The OSBA Policies and ARs listed above were presented for initial review and discussion. Please provide input prior to the second reading and formal adoption.

4. Action Items

4.1. Human Resources *Kevin Dinning*

4.1.1. Approve Personnel Report

Mr. Dinning presented the personnel report for consideration and action.

New Hire	Certified Classified	Kyler Eckman Lunny	PE/Health Teacher (<i>1 year temporary</i>)	PHS
		Misty Pattison	Paraprofessional	McKay
		Adrienne Espinosa	Paraprofessional	Sherwood
		Holly Hale	Paraprofessional	PELC
		Chance Norquist	Paraprofessional	PHS
		Michelle Leiferman	Paraprofessional	Washington
Retirement	Classified	Jan Peterson-Terjeson	Paraprofessional	PHS
		Tanna Alford	Paraprofessional	McKay
Rescind Extra Duty	Volleyball	Chelsie Speer	Head Coach	PHS
	Football	Trevor Hancock	7th Grade Head Coach	Sunridge
		Michael Swanson	7th Grade Coach	Sunridge
		Ian Rivera	8th Grade Coach	Sunridge
		Marques Johnson	8th Grade Coach	Sunridge
Extra Duty Resignation	Robotics	Bailey Sitts	FTC Robotics	PHS
	Track	Shauna Gabriel	Assistant Coach	PHS
Extra Duty	Volleyball	Jodi Primus	Head Coach (<i>Interim</i>)	PHS
		Michael Swanson	"C" Team Coach	Sunridge
		Zoe Jones	"C" Team Coach	Sunridge
	Soccer	Brian Ramirez Correa	Assistant Boys Coach	PHS
	Robotics	Steve Lawn	FTC Robotics	PHS
	Basketball	Haley Robinett	Assistant Girls Coach	PHS
Volunteer	Cross Country	Cliff Banister	Coach	Sunridge

Director Harrison motioned that the personnel recommendations for the September 3, 2024, work session be approved as presented. Director Murphy seconded. Motion passed unanimously.

5. Review Agenda – September 16, 2024 Regular Board Meeting *Board Chair*

No additions or deletions.

6. Agenda Items for Future Work Sessions *Board Chair*

Potential topics suggested:

October: IMPACT Teams

November: FFA Students, Cell Phone Policy, At-A-Glance Reports, Site Action Plans

December: Tier III/Behavior, OSBA Annual Convention Report

January: CTE/Schools to Careers, Dual Credit/AP Classes, TAG Program Progress

February: PVLA/Home Connections, Graduation Data

March: Sports and Extracurriculars i.e. music
April: OSBA Professional Development
May: After School Programs, Facilities
June: End-of-Year Reports - Washington/McKay/Sherwood

Monthly School Visits – Chair Gregg

Tentative assignments made a July retreat. Finalize at October work session.

7. Suggestions and Comments from Visitors *Board Chair*

No suggestions or comments.

8. Information

8.1. First Student, Inc. Update *Matt Yoshioka*

Busing has gone very smoothly. We received routes late this year and already met to discuss a timeline for next year. Thirteen electric buses have been ordered. Ridership has not changed much over the past several years.

9. Adjournment *Board Chair*

With no further business brought forward for the good of the order, the meeting adjourned at 8:35 a.m.

Patrick Gregg, Board Chair

Kevin Headings, Superintendent

Ronda Thornburg, Executive Secretary

Date