

NEAH-KAH-NIE SCHOOL DISTRICT 56

Regular Board Meeting 6:30 PM

August 14, 2017

Neah-Kah-Nie District Office Board Room

Present

**PRESENT**

**Board Members**

Terry Kelly, Chairman

Pat Ryan, Vice Chairman

Zone 2 vacant

JoDee Ridderbusch (absent)

Mark Riggs (appointed 8/14/2017)

Carol Mahoney

Michele Aeder (participated via phone) – Released from participation after the swearing in of Mr. Riggs.

**District Office Staff**

Paul Erlebach, Superintendent

Mark Sybouts, Business Manager

Kathie Sellars, Administrative Assistant

Work Session – Board  
Candidate Interviews

**WORK SESSION**  
**Board Candidate Interviews**

**Called to order at 5:33 p.m.**

**Zone 2 – Landon Myers**

Interviewed Landon, the notes are attached.

**Zone 5/6 – Mark Riggs**

Interviewed Mark, the notes are attached.

The board deliberated and appointed both Landon Myers as the Zone 2 representative and Mark Riggs as the Zone 5/6 representative.

**OFFICIAL MINUTES**

Official Board Minutes

**CALL TO ORDER**

Call to Order

The regular meeting of the Board of Directors of the Neah-Kah-Nie School District was called to order at 6:29 p.m. by Chairman Terry Kelly. Mr. Kelly welcomed staff and patrons. All present stood for the flag salute

**APPROVE AGENDA**

Approve Agenda

Appoint Board Members

They interviewed Landon Myers for the Zone 2 vacancy and Mark Riggs for the Zone 5/6 position.

**M-Ryan/2<sup>nd</sup> Mahoney to accept the agenda as modified. Motion carried with the 4 board members present.**

Motion to Approve

Mr. Erlebach conducting the swearing in of Mr. Mark Riggs. Ms. Aeder was released from participation at that time.

## CONSENT AGENDA

Approve the Minutes from the July 10, 2017 Regular Board Meeting

Approve 2017-18 Budget Calendar

Letter of Engagement, Boldt Carlisle & Smith

Approve Personnel Report

**M-Mahoney/Ryan to approve the consent agenda as presented. Motion carried unanimously.**

Motion to Approve

## COMMUNICATION

Communication

Public Input

None at this time

Staff Input

Staff Input

Kathy Kammerer

She bragged about the FBLA students who helped to pack up Nehalem Elementary School. They gave it their all, they did the vast majority of the packing, except for what the movers did. She said they were incredibly willing to do what needed to be done. The students did a fabulous job.

Mr. Baertlein agreed. FBLA was paid \$10 per hour for the students work. Mr. Kelly asked if we were going to hire them back to help put the school back together. Mr. Erlebach stated that we would, if they are available.

Written Communication

Written  
Communications

The Board and Administrator was handed out at the meeting. It had not arrived in time to be included in the board pack.

## REPORTS

Reports

There were no reports presented at this meeting.

## UNFINISHED BUSINESS

Unfinished Business

Update on Neah-Kah-Nie High School Community Track Project, Steve Baertlein

Update from Steve Anderson and Ryan Kelley, P&C Construction and Matt Koehler, Cameron McCarthy Landscape Architecture & Planning

Steve Anderson and Ryan Kelley were not present at the meeting. Mr. Koehler was present and provided the update.

Mr. Koehler reported out on three items: Schedule, concession/restroom facility and the budget. A lot of work has happened over the summer.

1. Schedule – Mr. Koehler shared that a lot is happening right now, blown away at how big a

regulation track is – every elevation taken has been within  $\frac{1}{4}$  of an inch tolerance. The holes for the light poles are being drilled right now, they are 16+ feet deep to set the foundation for the light poles. They need to be that deep to withstand the winds we can have here. Over the next couple weeks, the top soil on the field will be replaced, the rock will be laser graded, and then the asphalt will go down the last week of August. It will have to sit for 14 days before the rubberized surface goes down. After that the fencing will go up. The track should be striped right before the first football game. However the striping may have to wait if bad weather come in and changes the schedule. The concession/restroom facility may not be complete before the first football game. Substantial completion (setting a project to a usable state) will be by September 22<sup>nd</sup>, building done on October 6<sup>th</sup>, with the final completion in early November. Mr. Ryan asked that if the striping on the track is not done or is freshly done, it is recommended that we keep people off the track while the striping cures. It is recommend that people not go on the track for a time period, at least for the first couple of games. Mr. Baertlein stated that he has rubberized mats to cover the track

Mr. Kelly asked if the bell would be placed back on the field. Mr. Koehler stated that it would. Mr. Erlebach stated that we would have the reopening of the field, perhaps an initial opening at the first or second football game and then an actual inauguration at the first track meet.

2. Concession/restroom facility – Mr. Koehler also shared that we have had some back and forth with the contractor to get it sized appropriately. They are completing the drawings to be submitted for permits. It will be very similar in size and scale to the original building. It will be a wood structure. There will be very minimal changes, the overhang is smaller, the restrooms are a little smaller, and the roll-up windows are also just a little smaller. We will have to have temporary facilities for the first game, the building will not be ready.

Mr. Kelly asked if there is going to be some sort of burger bash, or chowder feed or something for the first game. Ms. Buckmaster stated that they intend to do something. Mr. Koehler stated that the contractors intend to try to get there for eclipse day. They have a concern about receiving materials that day.

3. Budget – Mr. Koehler shared that Neah-Kah-Nie will go down in history as having the worst soils on a project. Bill and Tony from Big River have done a really good job. The cement amendment for poor soils caused a changed order of around \$95,000. We applied the design contingency. We actually over-estimated the permitting fees, we budgeted \$15,000 the permits were actually \$5,000. Left \$10,000 of extra funds. Since then we have been looking for areas to save money. We will be able to reuse all the existing top soil, which will save about \$7,000. We will know a lot more this time next month. We should have a good understanding of the budget at the October board meeting.

Mr. Baertlein asked about the schedule for seeding. Mr. Koehler shared that they will finish putting in the 4" of top soil on tomorrow. The schedule says September 6<sup>th</sup>. The areas to be seeded are outside the field areas.

Mr. Baertlein complimented Big River, they have done everything he has asked of them and done it well.

#### Update on Seismic Upgrades to Nehalem Elementary School, Mark Sybouts

Mr. Sybouts shared that they are building back what they have torn apart. They completed in-filling the windows, last Thursday. There are a number of things that are still in process. They have received the LED lighting, which will serve us well for many years to come. He has also had an evaluation done in all our buildings of what it would cost to have our buildings converted to LED lighting.

Mr. Erlebach stated that the infrastructure is in for the false ceiling. The timeline for completion is August 28<sup>th</sup> or sooner. Mr. Baertlein stated that they have a big crew up there working. They have guaranteed that the classrooms and the office will be complete before school starts.

Mr. Kelly asked how the D Street project is going. Mr. Baertlein stated that they are getting very close to paving.

#### Update on Summer Projects, Steve Baertlein

Mr. Erlebach asked Mr. Baertlein to update the board on the roof projects. Mr. Baertlein stated that most of what he had to report has already been presented. Mr. Sybouts addressed the high school roof project over the library. He explained that if the contractor cannot get in by this Thursday, it will be pushed out a week. The project will take 10 days to complete. It will be done by the end of the month. Ms. Buckmaster asked if the work would preclude staff from working. Mr. Sybouts stated that it would not.

The wheelchair lift will not be in until the end of September. Otis, the company that installs the lift is booked solid and just cannot get to it.

Mr. Erlebach mentioned that we will once again be using the refurbished classroom downstairs in the high school. We have also refurbished a classroom at Garibaldi Grade School, which is now the super hero room. Ms. Nugent stated that the super hero room is a room that students will be able to go to have quiet time or a time out to compose themselves.

#### **NEW BUSINESS**

None at this time

New Business

#### **FISCAL**

##### Check Register

No board member had an issue with the July check register.

Fiscal

##### Fiscal Summary Sheet

Mr. Sybouts stated that we will need to address the student transportation contract. We were not able to go out for an RFP for transportation costs. We will have a 3 year or 5 year option. The members discussed whether a work session is needed. They agreed that a work session at 5:00 p.m. before the September board meeting as well as emailing the proposal to the board.

## SUGGESTIONS AND COMMENTS

Suggestions &  
Comments

Superintendent

Superintendent

Mr. Erlebach shared the following:

- Sent board inservice schedule, the superintendent's welcome back letter and facts about the district.
- Kinder Camp will end this Friday, it is a transition for students from preschool to kindergarten
- Sent migrant students to a summer camp in Tillamook
- He is a member of the Northwest STEM partnership. He shared the mini-boat program through the Columbia Maritime Museum
- Advisory for the Northwest Preschool – This was a \$600,000 grant to collect data on preschoolers
- The ESD has a data warehouse where all student data is downloaded into one central location
- New staff orientation this Friday

Ms. Mahoney asked if Kinder Camp is going to be an on-going program. This is the second year, we did not participate the first year.

Board

Nothing from the board.

Board

Mr. Erlebach said that if any board member wants to take a tour of Nehalem to give him a call.

## PERSONNEL

Personnel

Hiring - Licensed

Sandra Herder as 4/5 Grade Teacher at Garibaldi Grade School

Coach

Chris Bennett as Neah-Kah-Nie High School Head Wrestling Coach

## NON LICENSED PERSONNEL INFORMATION

Hiring

Shana Watson as Neah-Kah-Nie Preschool Kinder Camp Instructional Assistant

Kristina Burdick as Neah-Kah-Nie Preschool Kinder Camp Instructional Assistant

Lisa Stanfield as District Office 3.5 hr. Assistant Secretary

Resignation

Lisa Stanfield as Garibaldi Grade School Assistant Secretary

## ADJOURN

Adjourn

## NEXT MEETING

Next Meeting

September 11, 2017 - Joint Board Meeting with TBCC at 5:30 p.m., Regular Board Meeting at 6:30 p.m. \*\*Please note that at this meeting the members agreed that they needed a work session at 5:00 p.m. to discuss the First Student contract proposals.

## Neah-Kah-Nie School Board Candidate Interview Questions

Candidate's Name: Landon Myers

Interviewer's Name: Neah-Kah-Nie School District Board Members

Mr. Myers participated via phone.

1. Welcome, thank you for applying for the vacant position on the Neah-Kah-Nie School District Board of Directors. Please share with the Board your background and how your life, education, and professional experience will benefit the Board, students, staff, parents and the community?

*Mr. Myers stated that he appreciates the opportunity for the interview, he shared that he attended Neah-Kah-Nie Schools and is proud to be a part of the district. He has two kids in the district 6th and 3rd grade. He has always thought highly of staff and faculty. Mr. Myers shared that he has a lot of ideas, wants to see the school district keep going in the right direction.*

2. What are three words friends would use to describe you?

*Honest, loyal and helpful*

3. What is one word you would use to describe yourself?

*Open-minded, likes to consider all points of view before making a decision.*

4. Please share with the Board why you are interested in this position?

*Mr. Myers shared that he has lived in community his whole life, proud to be part of the school district. There are not a lot of opportunity to give back to the community.*

5. Are you aware of the time commitment required to serve on the Neah-Kah-Nie School Board?

*Mr. Myers responded that he is aware. He has talked to several people, it is a big commitment, but something he is more than willing to do and set aside time for. Mr. Kelly asked if he is available on the 2nd Monday of each month for meetings last 2-3 hours. Mr. Myers stated that he would be, Monday actually works really well, as it is actually his Friday.*

6. Are you available every second Monday of the month from 6:30-8:30 a.m. to attend school board meetings? See above.

7. In your opinion, what is the role of a school board member?

*Someone who makes important decisions that affect the school district.*

8. As a board member, if you find you have a conflict of interest concerning any district operation, how would you share this conflict?

*He shared that it is important to let the other members know that he has a conflict - He is familiar with doing that in his current role as a sheriff's deputy.*

9. What is one problem the school district is currently facing that you believe you could help with?

*Mr. Myers explained that without being on the board, he does not know what the number 1 thing would be, perhaps the budget, it always affects everyone.*

10. Have you ever served on a board? If yes, please describe the amount of time you served and your experience.

*Mr. Myers shared that he has served on Oregon Hunters Association (OHA) board as vice president. He explained that it is a volunteer organization that brings awareness and conducts fund-raising for wildlife habitat. The commitment was one day per month, not counting the projects.*

*Mr. Ryan asked if he had specific duties as the Vice President. Mr. Myers shared that he helped to facilitate the meetings.*

11. Are you available to attend the Oregon School Boards Association (OSBA) annual conference in Portland November 10-12?

*He reviewed his personal calendar, would need to look at work calendar. He stated that he would make every effort to attend.*

12. Do you have any questions for the Board?

*Mr. Myers stated that he did not. It will be a new learning experience for him and he would put his heart and soul into it and asked for patience with the learning curve.*

The board conducted deliberations and agreed to appoint Mr. Myers to the board. The members called Mr. Myers back to ask if he was willing to accept the appointment. Mr. Myers accepted but will be unavailable for the September 11<sup>th</sup> board meeting. He will be sworn in at the October 9, 2017 board meeting.

## Neah-Kah-Nie School Board Candidate Interview Questions

Candidate's Name: Mark Riggs

Interviewer's Name: Neah-Kah-Nie School District Board Members

1. Welcome, thank you for applying for the vacant position on the Neah-Kah-Nie School District Board of Directors. Please share with the Board your background and how your life, education, and professional experience will benefit the Board, students, staff, parents and the community?

*Mr. Riggs explained that he is a tradesman, he is a Saw filer. He shared that he moved to Oregon from California, interviewed with seven saw mills three years ago and decided to take the job at Garibaldi. Mr. Riggs received his GED later in life. Due to his father passing when he was young, he had to go to work in a Sawmill to help provide for the family and had to give up his education. He feels that he has a lot of life experience that would benefit the students of the district. He also has grandchildren in the district.*

2. What are three words friends would use to describe you?

*Energetic, intelligent and thoughtful.*

3. What is one word you would use to describe yourself?

*Forthright and at times importuning. He likes things just so.*

4. Please share with the Board why you are interested in this position?

*Mr. Riggs shared that he wants to contribute, he has grandchildren coming up, as well as their friends. He feels he has a lot to offer.*

5. Are you aware of the time commitment required to serve on the Neah-Kah-Nie School Board?

*Mr. Riggs shared that he is aware of the time commitment, he and Mr. Erlebach discussed the time commitment.*

6. Are you available every second Monday of the month from 6:30-8:30 a.m. to attend school board meetings?

*He shared that he has no conflict of interest and there would not be an issue with the time commitment.*



7. In your opinion, what is the role of a school board member?

*Mr. Riggs stated that he believed policies and procedures, to weigh in and give opinion, mostly follow the majority. Mr. Ryan asked what he means about mostly following the majority. Mr. Riggs stated that all board member have varying opinions, we would not all agree, all the time. Mr. Kelly asked Mr. Riggs if he could agree to disagree. Mr. Riggs stated that he could absolutely do that.*

8. As a board member, if you find you have a conflict of interest concerning any district operation, how would you share this conflict?

*Mr. Riggs stated that he would bring it to the attention of the other members. He shared that he would like to bring other opinions to the members. But he stated that transparency is required.*

9. What is one problem the school district is currently facing that you believe you could help with?

*Mr. Riggs stated that the districts that he came from in California students had to pay-to-play, did not have the opportunity to participate in music and the arts. Students who are not allowed to participate can turn to other less productive activities.*

10. Have you ever served on a board? If yes, please describe the amount of time you served and your experience.

*Mr. Riggs shared that he served on the board of the Humane Society of inland Mendocino County in California. They had an issue with a board member who was very wealthy and wanted to make decisions for the whole board. The board had to work together to encourage the one board member to agree with the other members.*

11. Are you available to attend the Oregon School Boards Association (OSBA) annual conference in Portland November 10-12?

*Mr. Riggs stated that he welcomes the opportunity.*

12. Do you have any questions for the Board?

*Mr. Riggs stated that he did not have any questions for the members.*

The board conducted deliberations and agreed to appoint Mr. Riggs to the board. The members asked if he was willing to accept the appointment. Mr. Riggs accepted, was sworn in and participated in the board meeting.