

NEAH-KAH-NIE SCHOOL DISTRICT 56  
Regular Board Meeting 4:00 PM  
July 7, 2015  
Neah-Kah-Nie District Office Board Room

**OFFICIAL MINUTES**

**Present**

Present

**Board of Directors**

Pat Ryan, Co-chair  
Terry Kelly, Vice Chair  
Lisa Hooley  
Eugene Tish  
JoDee Ridderbusch  
Trisha Hixson  
Scott Ernst

**District Office Staff**

Paul Erlebach, Superintendent  
Mark Sybouts, Business Manager  
Kathie Sellars, Administrative Assistant

I. 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 by co-chairman Pat Ryan at 4:06 p.m. Mr. Ryan welcomed staff and patrons. All present stood for the flag salute.

III. Approve Agenda

Approve Agenda

**M-Hooley/2<sup>nd</sup> Tish to approve the agenda as presented. Motion carried unanimously.**

Motion to Approve

IV. Conduct Swearing in of Newly Elected Board Members

Swearing in of Newly  
Elected Board  
Members

Mr. Erlebach conducted the swearing in of the following board members: Eugene Tish, JoDee Ridderbusch, Trisha Hixson, Scott Ernst and Lisa Hooley. Mr. Erlebach also presented each board member with their certificate of election which is required by the Tillamook County Clerk's office.

V. Nominations for Chairman and Vice Chairman

Nominations for Board  
Chair and Vice Chair

Mr. Ryan called for nominations for Chairman of the Board.

**M-Mr. Tish nominated Mr. Ryan/2<sup>nd</sup> Hooley as board chair. Mr. Ryan respectfully declined the nomination.**

**M-Mr. Tish nominated Ms. Hooley/2<sup>nd</sup> Ryan as Chairman. Ms. Hooley also respectfully declined.**

**M-Ms. Hooley nominated Vice Chair Mr. Kelly as Chair. The nomination carried unanimously with Terry Kelly abstaining from the vote.**

**M-Mr. Kelly nominated Mr. Ryan as the Vice Chair, Mr. Ryan indicated that he would be able to serve in that capacity. The nomination carried unanimously with Mr. Ryan abstaining from the vote.**

VI. Consent Agenda

Consent Agenda

A. Approve the Minutes from the June 8, 2015 Regular Board Meeting and the June

22, 2015 Budget Adoption Meeting

B. Move Forward with Personnel Assessment with Dr. Terry Bennick

C. Annual Board Meeting Calendar - 2nd Draft

D. Approve Personnel Report

Motion to Approve

**M-Tish/2<sup>nd</sup> Hooley to approve the consent agenda. Motion carried unanimously.**

VII. Annual Agenda

Annual Agenda

A. Designation of the Following:

1. Chief Administrative Officer - Paul Erlebach
2. Business Manager/Deputy Clerk - Mark Sybouts
3. Custodian of Funds - Mark Sybouts
4. Budget Officer - Paul Erlebach
5. Authority to Sign Checks - Paul Erlebach, Mark Sybouts, Board Chair, Board Vice Chair
6. Authority to Sign Student Body Checks - Principal, Head Secretary, Business Manager
7. Official Auditor - Boldt, Carlisle, Smith, LLC
8. Depository of Funds - U.S. Bank, Wells Fargo, LGIP, Umpqua Bank, Columbia Bank, and TLC/Fiber Federal Credit Union
9. Newspaper - The Headlight Herald
10. School Attorney - Hungerford Law Firm
11. Authority to Apply for Federal Funds - Paul Erlebach
12. Agent of Record - Hudson Insurance
13. Regular Monthly Meeting  
Day: Second Monday of Each Month - Unless Otherwise Noted on Annual Calendar  
Time: 6:30 p.m. - Unless Otherwise Noted on Annual Calendar  
Location: District Office Board Room  
Exceptions as Follows:  
September : NKN High School Library  
October: Nehalem Elementary School Library  
December: NKN Middle School Library  
March: Garibaldi Grade School Gymnasium
14. Daily Rate of Pay for Substitute Teachers at \$173.76
15. Mileage Rate of Travel in Private Vehicles on Approved District Business at 57.5 Cents/Mile or Revised IRS Rate
16. 2015-16 Per Diem Rate: Breakfast \$7; Lunch \$11; Dinner \$23
17. Classified Substitute Rate Increases  
Custodians and Head Secretary: from \$12.25 to \$12.50

All Others: from \$11.25 to \$11.50

**M-Hooley/2<sup>nd</sup> Tish to approve the Annual Agenda. Motion carried unanimously.**

Motion to Approve

VIII. Communication

Communications

A. Public Input

None at this time

B. Staff Input

None at this time

IX. Written Communication

Written  
Communications

A. Board and Administrator

B. Nehalem Elementary Annual Awards

C. Thank you Letter from MercyCorps to Nehalem Elementary

D. 2015-16 Board Contact Information

X. Reports

Reports

None at this Time

XI. Unfinished Business

Unfinished Business

None at this Time

XII. New Business

New Business

None at this Time

XIII. Fiscal

Fiscal

A. Payment of Bills

B. Fiscal Summary Sheet

Mr. Sybouts stated that the fiscal summary sheet information is preliminary. He is still making adjustments to various grants.

XIV. Suggestions and Comments

Suggestions and  
Comments

A. Superintendent

Mr. Erlebach introduced Spencer Lewis and Steve Kelly from OSBA.

B. Board

Mr. Kelly asked if Rob Herder would be offered any educational training that he would need. Ms. Sellars stated that Mr. Herder has a tuition reimbursement account just as all our other teachers.

Mr. Kelly also mentioned the strip of land that once was A street in Nehalem, which has now been vacated. Mr. Sybouts stated that we have no reason to keep it, but he has no idea the value of the property.

XV. Personnel

Personnel

A. Hiring - Licensed

Rob Herder as NKN Middle School Teacher on Special Assignment (TOSA)

**B. NON LICENSED PERSONNEL INFORMATION**

Personnel Continued

Hiring

Rachel Spink as NKN High School Assistant Secretary

**XVI. Adjourn**

Adjourn

Mr. Kelly adjourned the meeting 4:27 p.m. to begin the work session.

Spencer Lewis began the roles and responsibilities training at 4:28 p.m. The board training ended at 7:30 p.m.

A. Next Meeting: August 10, 2015, 6:30 p.m. Neah-Kah-Nie School District Office  
Board Room

Next Meeting