

Regular Board Meeting  
Thursday, July 13, 2023 6:00 PM Pacific

Triangle Lake Charter School--Pioneer  
Building  
20264 Blachly Grange Rd.  
Blachly, OR 97412

Ciara Clark: Present  
Dwight Coon: Absent  
Meleah Drago: Absent  
Jeff Eastburn: Present  
Derek Pennel: Present  
Bev Schiesser: Present  
Lenae Sjostrom: Present  
Present: 5, Absent: 2.  
Attendance: Pat Rufo

- 1. CALL TO ORDER**
- 2. WELCOME GUESTS AND VISITORS**
- 3. CHANGES OR ADDITIONS TO THE AGENDA**
- 4. PUBLIC FORUM/COMMUNICATIONS**
- 5. CONSENT AGENDA**
  - 5.1. BOARD MINUTES**
  - 5.2. FINANCIAL REPORT**
  - 5.3. FIRST READ BOARD POLICY**
  - 5.4. NEW HIRE**
  - 5.5. RESIGNATION**
  - 5.6. MOTION**
- 6. REPORTS**
  - 6.1. FACILITIES REPORT**
  - 6.2. TRANSPORTATION/TECHNOLOGY REPORT**
  - 6.3. SUPERINTENDENT'S REPORT**
- 7. UNFINISHED BUSINESS**
  - 7.1. REVIEW OF THE BOARD OPERATING AGREEMENTS & COMMUNICATION PROTOCOLS**
- 8. NEW BUSINESS**
  - 8.1. SURPLUS OF MUSIC ITEMS**
  - 8.2. K-5 MATH ADOPTION**
  - 8.3. NEW YEAR BOARD ORGANIZATION AND ANNUAL PROCEDURAL BUSINESS PURSUANT TO ORS 332.040 AND 255.335(5)**
    - 8.3.1. ELECT BOARD CHAIR, VICE CHAIR AND APPOINT BOARD SECRETARY**
      - 8.3.1.a. FOR CHAIR**
      - 8.3.1.b. FOR VICE CHAIR**
      - 8.3.1.c. FOR BOARD SECRETARY**
    - 8.3.2. REVIEW STATUS OF LOCAL PUBLIC CONTRACT REVIEW BOARD**

**8.3.3. ADOPT RESOLUTION #2023-24-001**

**8.3.4. ADOPT RESOLUTION #2023-24-002**

**8.3.5. ADOPT RESOLUTION #2023-24-003**

**8.3.6. ADOPT RESOLUTION #2023-24-004**

**9. THE BOARD MAY RECESS THE REGULAR MEETING AND CONVENE EXECUTIVE SESSION**

**10. RECONVENE REGULAR SESSION**

**11. ANNOUNCEMENTS**

**11.1. UPCOMING BOARD MEETING**

**12. ADJOURN THE REGULAR MEETING**

# Blachly School District #90

Code: BDDH  
Adopted: 12/13/93  
Revised/Readopted: 1/16/08; 11/19/08; 2/21/18;  
1/19/22

## Public Comment at Board Meetings

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites the district's community members to attend Board meetings to become acquainted with the program and operation of the district. The public has a right to attend public meetings held in open session, and may be invited to share comments, ideas and opinions with the Board during designated times on the agenda. The Board may conduct a meeting without public comment.

Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings and submit written comments to the Board. Individuals requesting assistance, aids or accommodations are encouraged to notify the district at least 48 hours prior to the Board meeting with the request, consistent with Board policy BD/BDA – Board Meetings.

### Procedures for Oral Public Comment

The Board establishes the following procedures for public comment at Board meetings held in open session. The information will be accessible and available to all patrons accessing or attending such a Board meeting.

1. Public comment is limited to its designated place on the agenda and while time allows.
2. A person wishing to provide public comment, if an opportunity is provided by the Board during a meeting open to the public, will submit their request and name electronically prior to the Board meeting.<sup>1</sup> A request to give public comment in-person or electronically does not guarantee time will be available.
3. A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda.
4. A person speaking during the public comment portion of the meeting should state their name, whether they are a resident of the district, and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.
5. A person giving public comment is limited to an established time limit of three minutes. Statements should be brief and concise. The Board chair has discretion to waive time limits or extend the overall time allotted for public comment. Additional time will be allocated in a fair and equitable manner. If a person has more comments than time allows or is unable to comment due to time constraints, the

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<sup>1</sup> When in-person attendees are allowed to provide oral comment, virtual attendees will be afforded the same opportunity.

person is encouraged to submit additional written comments to the Board through the district office as directed.

6. Inquiries from the public during the designated portion of the agenda will not generally be responded to immediately by the Board chair, and may be referred to the superintendent for reply at a later date. The Board will not respond to inquiries that are expected to be addressed during another designated portion of the agenda.

The Board will not hear public comment at Board work sessions.

Topics raised during the public comment portion may be considered for inclusion as agenda items at future Board meetings.

### **Procedures for Written Comment**

Members of the public may submit written comments or materials to the Board at any time at the district office, by mail or by email to [comments@blachly.k12.or.us](mailto:comments@blachly.k12.or.us) . Materials or comments submitted at least 72 hours in advance of a Board meeting will be provided to the Board before the Board meeting. Written materials or comments submitted may not warrant action by the Board.

### **Comments Regarding Staff Members**

A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee's rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.

END OF POLICY

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### **Legal Reference(s):**

[ORS 165.535](#)  
[ORS 165.540](#)

[ORS 192.610 - 192.690](#)  
[ORS 332.057](#)

[ORS 332.107](#)

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213 (2018); 29 C.F.R. Part 1630 (2020); 28 C.F.R. Part 35 (2020).

Americans with Disabilities Act Amendments Act of 2008, 42 U.S.C. §§ 12101-12133 (2018).

*Baca v. Moreno Valley Unified Sch. Dist.*, 936 F. Supp. 719 (C.D. Cal. 1996).

*Leventhal v. Vista Unified Sch. Dist.*, 973 F. Supp. 951 (S.D. Cal. 1997).

Oregon House Bill 2560 (2021).

### **Cross Reference(s):**

BDDC - Board Meeting Agenda

KC - Community Involvement in Decision Making

# Blachly School District #90

Code: BDDH-AR  
Revised/Reviewed: 2/21/18; 11/17/21

## Public Comment at Board Meetings

The Board requests that a public comment add information or a perspective that has not already been mentioned previously, and that the patron refrains from repeating a similar point.

To provide public comment in person, if the opportunity is available on the Board agenda, please submit the Intent to Speak request to the Superintendent, Monday of the week of the Board meeting to [comments@blachly.k12.or.us](mailto:comments@blachly.k12.or.us). Those attending virtually and want to provide public comment should submit the Intent to Speak request to the Superintendent, Monday of the week of the Board meeting to [comments@blachly.k12.or.us](mailto:comments@blachly.k12.or.us).

A person speaking during the public comment portion of the meeting may comment on a topic not on the published agenda. A person providing public comment will be allowed three minutes. Signing up to provide public comment does not guarantee time will be available.

Any person, who is allowed to speak to the Board during a meeting, should state their name, whether they are a resident of the district and, if speaking for an organization, the name of the organization. A spokesperson should be designated to represent a group with a common purpose.

Comments about a specific employee or group of employees should comply with Board policy BDDH - Public Comment at Board Meetings:

“A person speaking during the designated portion of the agenda for public comment may offer objective criticism of district operations and programs. The Board will not hear comments regarding any individual district staff member. The Board chair will direct the visitor to the procedures in Board policy KL - Public Complaints for consideration of a legitimate complaint involving a staff member. Any association contract governing the employee’s rights will be followed. A commendation involving a staff member should be sent to the superintendent, who will forward it to the employee, a supervisor and the Board.”

***SEE FORM ON REVERSE***

**INTENT TO SPEAK**

The Board welcomes input. To provide in-person public comment please complete the request at [comments@blachly.k12.or.us](mailto:comments@blachly.k12.or.us) that can be found on the District and School websites Monday the week of the Board meeting.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Email (optional): \_\_\_\_\_

Topic or comment to be presented (brief description): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A complaint brought before the Board shall be referred to the proper school authorities. A complaint shall be processed in accordance with Board policy KL - Public Complaints and KL-AR - Public Complaints Procedure. A hearing conducted by the Board regarding personnel may take place in an executive session.

**The Board requests that a topic or comment is limited to three minutes or less.**

Regular Board Meeting  
Wednesday, June 14, 2023 6:00 PM Pacific

Triangle Lake Charter School--Library  
20264 Blachly Grange Rd.  
Blachly, OR 97412

Dwight Coon: Present  
Meleah Drago: Present  
Jeff Eastburn: Present  
Derek Pennel: Present  
Bev Schiesser: Present  
Lena Sjoström: Present  
Jeff Thiessen: Present

Present: 7.

Lisa Wagner, Kelly Goodwin, Dennis Boyd, Jodi O'Mara, Kathleen Roden-Nord, Anni Thiessen, Pat Rufo

### **1. CALL TO ORDER**

Board Chair Pennel called the meeting to order at 6:02 pm.

### **2. WELCOME GUESTS AND VISITORS**

### **3. CHANGES OR ADDITIONS TO THE AGENDA**

Superintendent Watkins added 3 agenda items to tonight's meeting under "New Business": Bus Surplus, Kitchen Stove Surplus and Fund Transfer.

### **4. PUBLIC FORUM/COMMUNICATIONS**

Ms. Lisa Wagner, Charter Board President, made a public comment. The topic was: Charter Board Report.

Board Chair Pennel asks a clarifying question. He asked if the District Board would now need to conduct interviews to fill their seat. Ms. Wagner states no, it's not currently up yet. Mr. Watkins asks for another clarification about when the term for that seat is up.

### **5. CONSENT AGENDA**

#### **5.1. BOARD MINUTES**

There were no questions or concerns in regards to the minutes.

#### **5.2. FINANCIAL REPORT**

Ms. Rufo shares the check register with the board. Much of this month's spending is for TLCS Online reimbursements. Capital projects show the final payment on the new intercom system. Director Schiesser asks what the SpEd transportation payment is. Mr. Watkins explained the contract with Sue Wickizer to mentor our new SpEd staff for this year only.

Board Chair Pennel asks when the next date is for closing the books out for the 2022-2023 year. Ms. Rufo shares that the bulk of final postings will be in July, but most of the reconciling and final entries will be completed by the end of October. The final report to ODE will happen by December 31st.

Director Drago asks about the Applicant Tracking renewal. Ms. Rufo explains that the district

uses TalentEd for our job posting and applications. In addition, we have HR Forms, which automates the onboarding process once a person is hired through TalentEd Applicant Tracking. This is an annual fee.

### **5.3. NEW HIRES**

Superintendent Watkins shares the hiring of coaches for next year as listed in the description. These are all re-hires from this current year.

### **5.4. RESIGNATIONS**

Superintendent Watkins presents the resignations. Michael Metts will be taking another job closer to home. Pam Alley is retiring from the district, we do have the bus driver position posted currently. Also, Jody Shell for the secondary online teaching position, she chose to take another job instead of moving forward with us. This position is currently open and we are doing interviews.

### **5.5. MOTION**

Director Eastburn moved to approve the consent agenda as presented. This motion, made by Jeff Eastburn and seconded by Lenae Sjostrom, Carried.

Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea  
Yea: 7, Nay: 0

## **6. REPORTS**

### **6.1. ENROLLMENT**

Superintendent Watkins shares that we have stayed steady at the end of the year. You will see an increase, we believe, for next school year both on campus and online. We won't see a recalculation from ODE until mid year at least.

Director Thiessen asks what we think has contributed to this increase. Superintendent Watkins shares that we have done a good job with promoting. We also have a lot of good information being shared among our families and staff. We have also heard positive feedback on the facility upgrades and the playground. The Open House was a success. Ms. Bottensek shares, we have 3 grades that will be at cap next year.

### **6.2. FACILITIES REPORT**

Mr. Benscoter is not here to present today. Superintendent Watkins shares his report. Director Schiesser asks if there are any big projects this summer. Mr. Watkins states not really. We are going to finish up some of the projects we have started the last couple of years. Also, it's only Mr. Benscoter and Mr. Campbell working in July.

### **6.3. TRANSPORTATION/TECHNOLOGY REPORT**

Mr. Boyd presents his report to the board.

Board Chair Pennel asks if all the mini buses/vans are working now. Mr. Boyd answers yes.

### **6.4. STUDENT SERVICES REPORT**

Ms. Tripp presents her report to the board. She took some of the SpEd staff to Siuslaw this week to visit and shadow their department. It was great to gain information and connections. They spent most of their time at the elementary school on this trip.

### **6.5. PRINCIPAL'S REPORT**



Ms. Bottensek shared her report with the board. She would like to highlight that tomorrow is the last student day on campus. There are typical activities happening tomorrow with the different age groups. Today they did all their check-out activities.

Director Eastburn asks what the response has been to the summer school program? Ms. Bottensek says she hasn't checked today. She had 12 enrollments within the first day it went out to families. It will be run very similar to last year's program. Ms. Kara will work with the high school families on credit recovery and getting plans in place.

Director Schiesser asks about seniors with late graduation, since summer school is later, are they on their own till then? Ms. Bottensek shares that yes, they are working individually with their counselor. A shift from last year is that we can open up their credit recovery classes now. This gives them the opportunity to finish prior to summer school starting. If they are not done by August 1st, we will ask them to attend the summer school program.

Director Drago asks if there is a cap on how many can attend the summer school program K-8? Ms. Bottensek shares that there is no cap. If we have a huge influx, then she will need to get more staff, but we won't turn kids away.

Board Chair Pennel asks about bussing. Ms. Bottensek shares that we will have 2 busses going, one in each direction, and we will be serving meals.

#### **6.6. SUPERINTENDENT'S REPORT**

Superintendent Watkins would like to commend Ms. Bottensek and her staff for a wonderful graduation. He wanted to update the board. He met with the Integrated Guidance team. This meeting was the approval of the goals and plan. They commended us on what a great job we had done on the thought process and engagement. They had to have us change the way they calculate performance. It is never at 100%. Based on suppressed data, the highest they will accept is 96%. This was the only thing that was changed in our plan. The next step is that once they have approved it, then the grant needs to be written and they sign and we sign and then it gets presented to the board.

Board Chair Pennel asks what suppressed data is? Superintendent Watkins shares that this is based on our numbers being so low. When we have a couple of students who don't graduate, it makes our percentage go down by so much. They have to suppress some of this information to protect student data.

Superintendent Watkins reminds the board that at the end of June we are taking 15 staff members to the AVID Summer Institute. This is year 2 of our grant with HEC, around post-graduate work. The combo with HEC and AVID is what provided the grant that has helped us cover the costs of the training and uplift of getting AVID started.

Superintendent Watkins shares a budget and legislative update.

Board Chair Pennel asked, what your hearing out of OSBA, is it likely that most of the education bills get taken up at the special session. Superintendent Watkins shares that it isn't coming from OSBA but mostly COSA, but we really don't know. We do believe because of the walk out there is a good chance that most of these bills won't move forward because there is just not enough time.

Superintendent Watkins shares that at the next board meeting we plan to have a Math adoption to present. Ms. Bottensek plans to have an opportunity for families to come look at the curriculum if they would like. We will be starting with Elementary first for next year, then, as there is more clarity for 6-12 in the text, then we will look into the next year for the adoption of the secondary students.

## 7. UNFINISHED BUSINESS

There is no unfinished business.

### 7.1. STRATEGIC PLAN PRESENTATION

Director Schiesser move to approve the Blachly School District Strategic Plan for 2023-2028 as presented. This motion, made by Bev Schiesser and seconded by Dwight Coon, Carried.

Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea

Yea: 7, Nay: 0

Superintendent Watkins presents both Jodi O'Mara and Kathleen Rodden-Nord to give the final presentation of our Strategic Plan.

Ms. Rodden-Nord shares what a pleasure it has been working with our community, students and staff. It has truly been a pleasure. She shares that they heard so much about what makes this a special place, it came through loud and clear, we have a lot of assets to build from. This also brings some challenges in the way of size, and sense of community.

Ms. Rodden-Nord shares a brief overview of the process that they took to come to this final plan.

Ms. O'Mara shares a list of the data they looked at while making this plan. She shares that the group came out with 3 core values. From these values, the task force came up with a Strategic Plan Theme to work from. These themes were then taken to a different sub committee to create the actual action plan, which they presented. The plan contains: Objectives, Strategies to meet the goals, Timeline, and Method of Measurement. After additional feedback and review, the final document was created which they presented to the board.

Ms. Rodden-Nord shares that this will be a living document that will continue to be reviewed. We may even do some adjusting to some of the strategies or objectives.

Board Chair Pennel shares that he loves how this was done, but that maybe annually is not the right way to do this. Who is the individual that is responsible for keeping these success metrics updated in a timely manner when they are actually relevant? Ms. O'Mara responds that this is highlighted in this document as well. It states that District Leadership are responsible for collecting and analyzing data to measure progress. It does not specify when these timelines will be. Superintendent Watkins shares that it will depend on the objective. Board Chair Pennel shares that a simple monthly check in might help with just a simple metric.

Superintendent Watkins shares that we might even pull in additional task forces to follow up on.

Ms. Rodden-Nord shares that this should also be reviewed when you are looking into your yearly budget.

Director Schiesser shares that she appreciates the timelines included. Director Coon agrees he likes the layout of this plan.

Board Chair Pennel asks how far this will be shared out. Superintendent Watkins shares it will be on our website, but this will also tie in with several other areas and groups we are working on. We will also share the one-pager in several different ways.

Superintendent Watkins thanked both Ms. O'Mara and Ms. Rodden-Nord for the tremendous amount of work they did. They were great partners in this process.

## 8. NEW BUSINESS

### 8.1. COACHING HIRES FOR 2023-24 SCHOOL YEAR

Director Coon moved to approve the presented coaching hires Derek Pennel for HS football and Jeff Eastburn for HS Boys Basketball coach for the 2023-24 school year. This motion, made by Dwight Coon and seconded by Jeff Thiessen, Carried.

Jeff Eastburn: Abstain (With Conflict), Derek Pennel: Abstain (With Conflict), Dwight Coon: Yea, Meleah Drago: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea  
Yea: 5, Nay: 0, Abstain (With Conflict): 2

Superintendent Watkins shares that this is a separate motion outside of the consent agenda since we have 2 board members who must abstain from this vote.

Superintendent Watkins shares that he has been working with the Small Rural Schools Association about how small schools have hardships. The Small Rural Schools Association has agreed to partner in this process to take it to legislation.

Board Chair Pennel shares that both himself and Director Eastburn are working hard to implement weight training opportunities for the students. Three days a week for boys and girls, more communication will come from the principal.

## **8.2. ADOPTION OF 2023-2024 BUDGET AND APPROVAL OF BUDGET RESOLUTIONS**

Director Eastburn moved to adopt the 2023-24 budget as forwarded by the budget committee including Resolutions #2022-23-005 and #2022-23-006 as presented. This motion, made by Jeff Eastburn and seconded by Bev Schiesser, Carried.

Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea  
Yea: 7, Nay: 0

The board has the budget and resolutions to review.

## **8.3. PUBLIC COMPLAINT**

Board Chair Pennel moves to amend the Blachly District Board Meeting of April 19th to replace the approved public comment minutes with the transcribed version presented. This motion, made by Derek Pennel and seconded by Dwight Coon, Carried.

Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea  
Yea: 7, Nay: 0

Board Chair Pennel shares that the public complaint arose from the April meeting. The approved minutes were presented to the board as well as the complete transcript from the recording of the meeting. Board Chair Pennel reads the complaint. He states that he agrees that the minutes don't completely capture the conversation. He suggests that we replace the current notes with the complete transcript version presented to the board.

## **8.4. BUS SURPLUS NOTICE**

Board Chair Pennel moves to surplus bus #1. This motion, made by Derek Pennel and seconded by Jeff Eastburn, Carried.

Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea  
Yea: 7, Nay: 0

Superintendent Watkins shares that bus #1 is dead and we would like to put it up for silent auction.

Board Chair Pennel asks, do we go through a process where we consider spares vs auctioning

the whole?. Mr. Boyd shares yes, we will go through it to see what we can keep and use. We have already taken some things out that we can use.

#### **8.5. KITCHEN STOVE SURPLUS NOTICE**

Director Thiessen moved to surplus the stove. This motion, made by Jeff Thiessen and seconded by Dwight Coon, Carried.

Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea

Yea: 7, Nay: 0

Superintendent Watkins shares that we received a grant for a new stove and now the old one needs to be surplus so we can get it out of the bus barn. It does currently work.

#### **8.6. FUND TRANSFER**

Director Eastburn moves to approve the request transfer of \$5000 from the general fund to the athletic fund. This motion, made by Jeff Eastburn and seconded by Bev Schiesser, Carried.

Dwight Coon: Yea, Meleah Drago: Yea, Jeff Eastburn: Yea, Derek Pennel: Yea, Bev Schiesser: Yea, Lenae Sjostrom: Yea, Jeff Thiessen: Yea

Yea: 7, Nay: 0

Superintendent Watkins shares the fund transfer which Ms. Rufo presents to the board. He shares some of the reasoning for this need. Including our outstanding activity in athletics this year.

### **9. THE BOARD MAY RECESS THE REGULAR MEETING AND CONVENE EXECUTIVE SESSION**

#### **10. RECONVENE REGULAR SESSION**

#### **11. ANNOUNCEMENTS**

##### **11.1. UPCOMING BOARD MEETING**

Board Chair Pennel shares the work session prior to the next meeting in July. He recognizes that the Charter Board will not be able to attend, but believes this will still be a valuable time and we will work to get another session when we can work with the Charter Board.

Superintendent Watkins shares that we will be welcoming our new board member at this time as well. We will have some people joining from OSBA and Brown and Brown who will be joining remotely.

Superintendent Watkins also recognizes Jeff Thiessen for his 7 years of service as a board member. He also thanks Anni Thiessen for her time as the board secretary.

#### **12. ADJOURN THE REGULAR MEETING**

Board Chair Pennel adjourned the meeting at 7:30 pm.

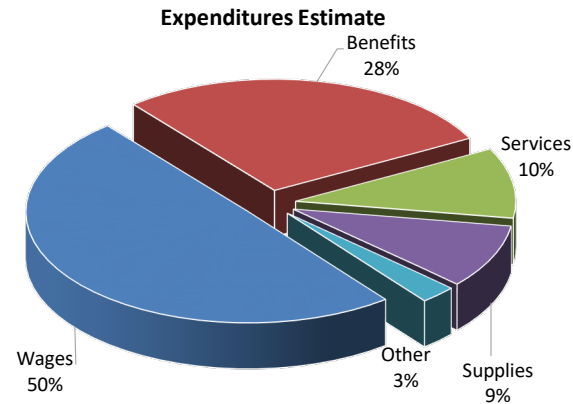
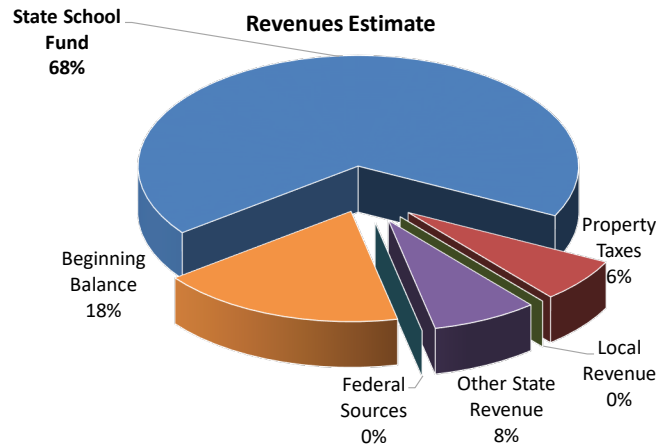
**2022-23 General Fund Financial Summary**  
 Blachly School District  
 Ending 6/30/2023 - not final

	Budget	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Actual	May Actual	Jun Estimate	Final Total	Over/ (Under)
<b>Revenue</b>															
State School Fund	4,687,302	-	1,156,064	385,201	385,201	385,201	386,586	386,586	386,586	386,586	155,020	(166,503)	(40,553)	3,805,975	(881,327)
State Timber Sales	100,000	-	-	73,493	-	-	-	-	296,408	-	-	-	-	369,902	269,902
Property Taxes	355,100	-	1,397	1,265	1,339	228,295	103,681	4,490	2,804	7,800	1,641	1,239	7,422	361,370	6,270
Interest Earnings	5,000	14,863	2,369	2,443	3,260	3,960	4,589	4,810	4,504	5,321	4,500	4,381	4,300	59,300	54,300
Common School Fund	42,320	-	-	-	-	-	-	-	26,252	-	-	-	26,252	52,503	10,183
Other County Revenue	-	-	-	-	84	-	-	-	107	-	-	70	-	261	261
Rental Income	-	-	-	150	150	150	150	150	-	300	-	150	245	1,445	1,445
Other Small Grants	2,600	904	-	-	-	-	3,600	-	-	-	-	-	-	4,504	1,904
Lane ESD Flex Dollars	63,755	-	-	-	-	-	15,938	-	-	8,685	-	8,686	-	33,309	(30,446)
Miscellaneous	9,000	52	442	22	76	1,614	436	-	607	1,919	-	354	2,622	8,145	(855)
County School Fund	2,000	-	-	-	-	-	-	-	-	-	-	12,707	2,000	14,707	12,707
Federal Forest Fees	-	-	-	-	-	-	-	-	-	-	-	16,118	-	16,118	16,118
Beginning Fund Balance	793,779	1,018,946												1,018,946	225,167
<b>Total Revenue</b>	<b>6,060,856</b>	<b>1,034,766</b>	<b>1,160,271</b>	<b>462,574</b>	<b>390,110</b>	<b>619,219</b>	<b>514,980</b>	<b>396,035</b>	<b>717,269</b>	<b>410,611</b>	<b>161,161</b>	<b>(122,799)</b>	<b>2,287</b>	<b>5,746,485</b>	<b>(314,371)</b>

<b>Expenditures</b>															
Salaries	2,329,188	70,503	75,218	196,865	212,795	211,313	211,363	219,351	204,064	224,894	219,582	220,735	465,339	2,532,022	202,834
Benefits	1,520,941	33,549	41,926	119,696	128,148	125,311	120,245	123,209	114,937	143,541	137,877	71,032	276,416	1,435,886	(85,055)
Purchased Services	559,383	15,981	56,796	44,433	35,283	41,531	44,780	37,414	51,466	40,349	33,006	59,665	60,920	521,623	(37,760)
Supplies and Materials	449,974	16,590	16,533	153,749	23,098	56,409	25,179	25,335	30,970	39,621	12,476	16,013	60,092	476,065	26,091
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	65,809	65,809	65,809
Other	115,487	97,805	1,761	3,536	1,572	3,243	4,497	4,063	8,224	1,642	1,404	1,794	6,687	136,229	20,742
Transfers	510,044	-	-	-	-	-	-	-	-	-	-	913	315,115	316,028	(194,016)
Contingency	575,839	-	-	-	-	-	-	-	-	-	-	-	-	-	(575,839)
<b>Total Expenditures</b>	<b>6,060,856</b>	<b>234,428</b>	<b>192,234</b>	<b>518,278</b>	<b>400,896</b>	<b>437,807</b>	<b>406,064</b>	<b>409,371</b>	<b>409,661</b>	<b>450,048</b>	<b>404,345</b>	<b>370,151</b>	<b>1,250,378</b>	<b>5,483,661</b>	<b>(577,195)</b>

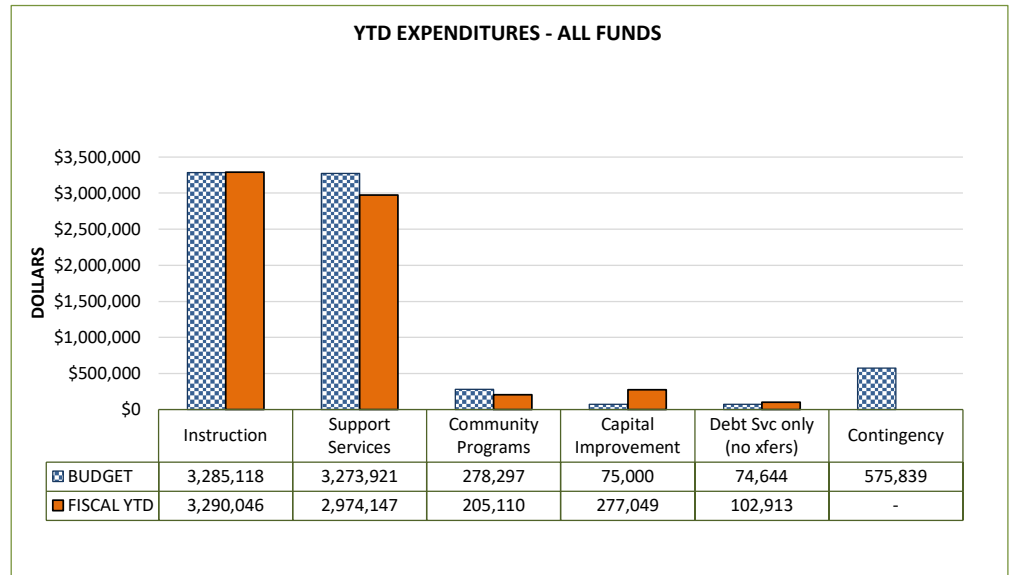
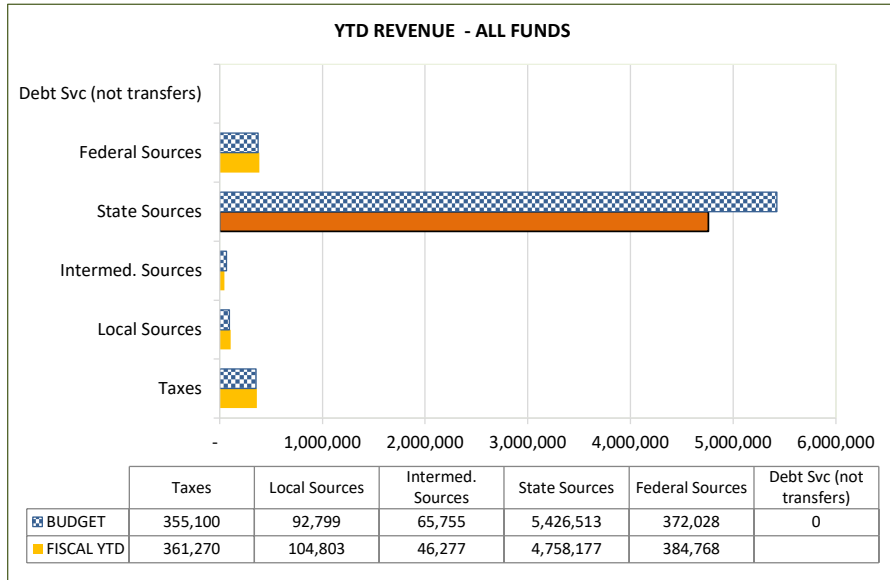
<b>Ending Fund Balance</b>	<b>-</b>													<b>262,824</b>	<b>262,824</b>
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(1) Budgeted SSF is based on 387 ADM.  
 Estimate SSF based on 404 ADM



**ALL FUNDS YEAR-TO-DATE ACTUALS**

Through Ending 6/30/2023 - not final



ALL FUNDS YTD	BUDGET	REVENUES	EXPEND.	NET	EXPEND. % OF BUDGET
General Fund	\$ 6,060,856	\$ 5,752,025	\$ (5,170,713)	\$ 581,312	85%
Grants	\$ 842,705	\$ 795,797	\$ (867,865)	\$ (72,068)	103%
Vehicle Replacement	\$ 177,430	\$ 127,776	\$ (78,198)	\$ 49,578	44%
PERS Reserve	\$ 231,104	\$ 131,104	\$ (56,104)	\$ 75,000	24%
Food Service	\$ 184,780	\$ 165,632	\$ (175,253)	\$ (9,621)	95%
Athletics	\$ 126,000	\$ 20,860	\$ (131,281)	\$ (110,421)	104%
Student Body	\$ 62,008	\$ 52,606		\$ 52,606	0%
Capital Projects	\$ 335,608	\$ 152,932	\$ (349,608)	\$ (196,676)	104%
Unemployment Reserve	\$ 44,500	\$ 55,500		\$ 55,500	0%
Scholarship Funds	\$ 779,062	\$ 783,596	\$ (21,155)	\$ 762,441	3%
<b>TOTALS</b>	<b>\$ 8,844,053</b>	<b>\$ 8,037,828</b>	<b>\$ (6,850,177)</b>	<b>\$ 1,187,651</b>	<b>77%</b>

**MONTHLY ACTIVITY - ALL FUNDS**

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
REVENUES	2,398,132	1,164,170	469,137	402,801	634,608	536,273	444,945	1,045,371	480,475	274,843	63,402	123,669
EXPENDITURES	(311,391)	(239,980)	(635,540)	(540,914)	(683,832)	(593,132)	(484,726)	(700,243)	(508,502)	(544,596)	(543,203)	(1,064,118)
<b>MONTHLY NET</b>	<b>2,086,741</b>	<b>924,190</b>	<b>(166,403)</b>	<b>(138,113)</b>	<b>(49,224)</b>	<b>(56,859)</b>	<b>(39,781)</b>	<b>345,128</b>	<b>(28,027)</b>	<b>(269,753)</b>	<b>(479,801)</b>	<b>(940,449)</b>

# OSBA Sample

Code: BBBB  
Adopted: TBD

## Board Member Oath of Office

Any elected or appointed Board member must qualify by taking an oath of office before assuming the duties of office. The oath of office will be in the following form:

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the state of Oregon and the laws thereof, and the policies of the Blachly School District. During my term, I will faithfully and impartially discharge the responsibilities of the Office of School Board Member to the best of my ability.

END OF POLICY

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### Legal Reference(s):

[ORS 332.005](#)

# Board Maintenance Report

July 7th 2023

## LANDSCAPING MAIN OFFICE

- Plans have been made for the excavation of the new sidewalk on the east end of the playground and mow strips and sidewalk addition at new main office to begin at the end of July.  
I have procured an independent contractor with excavator and concrete experience to assist us in the installation to reduce cost.  
It is possible that we will be pouring the pad for the installation of the walk in freezer that will hopefully be delivered this fall at the same time.

## MAINTENANCE TRAILER DECK

- The failing deck on the Maintenance Trailer has been removed and installation of new deck to begin this week

## WATER SYSTEM SURVEY

- This summer is our time for the 5 year Water System Survey from Oregon Health Authority, Our last inspection in 2018 had no deficiencies identified.

## WATER TESTING

- At the end of June water tests for Coliform were taken with absent results and DBP (Disinfectant by Products) with results pending.

## SUMMER SCHOOL

- All classrooms in the lower hall have been cleaned with floors scrubbed and waxed along with lower hallway. The Modular Building, Health/Spanish room and little gym also had a deep cleaning, so when Janitorial staff returns and summer school starts. These classrooms will not be disturbed by ongoing custodial work in the Elementary and HS areas.

## MISC

- Broken Window At HS Entry Replaced
- Lower Hall Door Closer Repaired
- Chemical Closet Light Repaired
- Band Room Carpet Shampooed
- Whiteboard and Smartboards moved to new Classrooms
- Science Room Blinds Repaired
- Old Files Removed and Sorted Above HS Office
- Lower Hall Bathroom Sink Supply Repaired
- HVAC Filters Cleaned or Replaced
- All Locker Combinations Changed for New School Year
- Exterior Painting on K-1 Breezeway
- Deep Cleaning of Gym Storage Closets
- Gymnasium Floor Mopped and Bleachers Wiped Down
- Lots of Mowing and Weed Eating Around Campus.



Technology and Transportation  
Board Report for July 2023

1. Inspecting and updating personal device fleet
2. Completing annual inspection of all transportation dept. vehicles



## **Blachly School Board Communication Protocols**

**2023-2024**

1. The board's expectations for communication from the superintendent in a crisis (defined as: emergency situations involving first responders, law enforcement, media and situations where the board has rights to information): The superintendent will communicate via text with the chair and vice chair as soon as he is available to do so. The chair and vice chair will inform the rest of the board.
2. The board's expectation for communication from the superintendent about something important, but which is NOT a crisis: In time-sensitive situations where notice is going out to the district or community, the board will be included in the distribution. For non-time-sensitive issues, the superintendent will include information in a weekly update to the board.
3. Media requests: The superintendent handles these.
4. School visits: If a board member wants to visit the school to observe a classroom, a program, etc., notice to the superintendent or principal will be given.

# BLACHLY SCHOOL BOARD-SUPERINTENDENT OPERATING AGREEMENT



## PURPOSE:

The Board of Directors is the educational policymaking body for Blachly SD to effectively meet the system's challenges the School Board and Superintendent must function together as a leadership team. To ensure unity among team members, effective group agreements must be in place. The following are the group agreements for the Board and Superintendent:

### COLLABORATIVE GOVERNANCE:

1. Members of the Board and the Superintendent shall work together as a team; modeling lifelong learning and collaboration.
2. Board members shall recognize and respect the Superintendent's responsibility to manage the school district and to direct employees in district and school matters.
3. Board members shall give careful consideration, listening to all perspectives, to all issues brought to the board by individuals and district leadership.
4. The Board shall make decisions only at properly called meetings. Board members recognize that individual members have no authority to take individual action in policy or district and school administrative matters, unless so authorized by board vote.

### COMMUNICATION AGREEMENTS:

1. Board members shall follow the chain-of-command and communicate directly with the Superintendent when a question arises, or a concern or complaint is voiced by a staff member, student, parent or community member.
2. Board Members shall make every effort to communicate directly with the Superintendent or Board Chair prior to meetings of the board to address questions and/or concerns about agenda items.
3. Board members and the Superintendent shall communicate one-on-one, when an individual concern arises, with any member of the board-superintendent team as appropriate.

### BOARD EXPECTATIONS OF THE SUPT:

1. Work with the board to establish a clear vision for the district.
2. Represent the district by being visible in the community.
3. Provide data to the board so that data-driven decisions can be made.
4. Distribute appropriate information to all board members and is accessible between board meetings to answer individual questions.
5. A mutual expectation that the superintendent will communicate with the board promptly and effectively, as will the board with the superintendent.

### SUPERINTENDENT'S EXPECTATIONS OF THE BOARD:

1. Willingness to share the successes and failures of district.
2. Assistance in gaining acceptance and support in the community.
3. Willingness to acknowledge and follow the chain of command in the district.
4. Effort to foster unity, harmony, and open communications within the board.
5. A mutual agreement that both the board and superintendent will avoid surprises at board meeting.

SIGNATURES OF AGREEMENT: Date \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# BOARD-SUPERINTENDENT WORKING AGREEMENT

## BOARD'S EXPECTATIONS OF THE SUPERINTENDENT

1. Work toward becoming a team with board members.
2. Respect and acknowledge the board's role in setting policy and overseeing the performance of the superintendent.
3. Work with the board to establish a clear vision for the school district.
4. Prepare preliminary goals annually for the board's considerations.
5. Provide data to the board members so that data-driven decisions can be made.
6. Possess a working knowledge of all legal and local policies.
7. Inform the board of all critical information including relevant trends, anticipated adverse media coverage or critical external or internal change.
8. Distribute appropriate information to all board members.
9. Communicate with board members promptly and effectively.
10. Distribute the board agenda by \_\_\_\_\_ (time, day) prior to the regularly scheduled board meetings on \_\_\_\_\_ (day) of the following week, except when major holidays fall on Friday.
  11. Respect the confidentiality requirement of board meeting executive sessions.
  12. Treat all board members professionally.
  13. Communicate to individual board members if a problem or issue is observed developing with an individual board member.
  14. Conduct a self-assessment prior to the board's evaluation of the superintendent's job performance.
  15. Represent the school district by being visible in the community.
  16. Provide follow-up information to board members on concerns and issues they have referred to the superintendent—close the communication loop.

## **SUPERINTENDENT'S EXPECTATIONS OF THE BOARD**

1. Recognition of the superintendent as the educational leader of the school district.
2. Willingness to share the success and failures of the school system with the superintendent.
3. Assistance in gaining acceptance and support in the community.
4. Willingness to abide by its own rules, policies and code of ethical conduct.
5. Willingness, within budget constraints, to provide the superintendent with adequate staff and clerical assistance.
6. Willingness to acknowledge and follow the chain of command of the school district.
7. Respect for the confidentiality requirement of board meeting executive sessions.
8. Avoidance of seeking personal privilege.
9. Willingness to participate in professional development activities at the local, state and national level.
10. Effort to foster unity, harmony and open communications within the board.
11. Understanding of the relative or complementary role of the superintendent and board in policy making.
12. Careful consideration of each recommendation made by the superintendent.
13. Insistence on all available facts and data before deciding.
14. Willingness to study and evaluate educational issues affecting the school district.
15. Practice of avoiding surprise items at board meetings.
16. Integrity of the highest order.

**Blachly School District #90  
Triangle Lake Charter School  
20264 Blachly Grange Road  
Blachly, OR 97412  
(541) 925-3262  
[www.blachly90.com](http://www.blachly90.com)**

**RESOLUTION**

**Blachly S.D #2023-24-001**

**BE IT RESOLVED**, that the Board of Directors, School District #90, Lane County, hereby adopts the following for the fiscal year 2023-24:

- Designate the Fern Ridge-Tribune News the official district newspaper;
- Establish regular monthly board meeting day as the second Wednesday, at 6 pm, at Triangle Lake Charter School;
- List official depositories of funds (Local Government Investment Pool, U.S. Bank, Oregon Community Credit Union, and SELCO Credit Union);
- Designate Superintendent Adam Watkins or his appointed designee as chief administrative officer, clerk of the district, federal program coordinator, custodian of funds, executive officer, and administrator of the food services fund;
- Designate Pat Rufo as Business Manager and budget officer;
- Authorize Superintendent Adam Watkins and Business Manager Pat Rufo to handle all district banking transactions;
- Authorize Adam Watkins, \_\_\_\_\_ (new board chair), \_\_\_\_\_ (new board vice chair), and Dave Standridge (Lane ESD) to sign checks.
- Designate Pat Rufo as the one who shall prepare or supervise preparation of the budget document under the direction of the executive officer;
- Adopt new minimum pay rates for substitute teachers in 2023-24 at \$232.14 per 9-hour day for the first 8 days in one assignment; after the first eight (8) days the pay rate becomes \$232.14 per 9-hour day.
- Designate Brown & Brown Northwest, as the official insurance agent for the district. Our property and casualty insurance is through Property and Casualty Coverage for Education (PACE). Sam Jones is our account executive. Our premium for 2023-24 will be \$81,302. Additional carriers sponsored by PACE include Fuel Tank coverage from ACE American Insurance Company for \$507 Workman's Compensation insurance coverage by SAIF is estimated at \$9,757.20, and separate Crime Coverage for Triangle Lake Charter School, price to be determined.
- Designate Pauly, Rogers and Co., P.C. as financial auditors for Blachly School District and Triangle Lake Charter School;
- Designate PACE crime coverage of up to \$1,000,000 with \$10,000 deductible each in lieu of surety bonds for the Superintendent and financial managers (ORS 332.525);
- Designate The Hungerford Law Firm and the OSBA Legal Department as district legal counsel.

Adopted by the Blachly School Board of Directors at a regular school board meeting held on July 13, 2023

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Board Chair

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Adam Watkins, Superintendent

**Blachly School District #90  
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**RESOLUTION  
Blachly S.D #2023-24-002**

**BE IT RESOLVED**, that the Board of Directors, School District #90, Lane County, hereby authorizes the General Fund (Fund 100) to transfer money to the individual grant funds, the food service fund (Fund 295) and athletics fund (298) to be repaid by the end of the ensuing fiscal year.

Adopted by the Blachly School Board of Directors at a regular school board meeting held on July 13, 2023.

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Board Chair

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Adam Watkins  
Superintendent

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**RESOLUTION  
Blachly S.D #2023-24-003**

**BE IT RESOLVED**, that the Board of Directors, School District #90, Lane County, hereby authorizes Superintendent Adam Watkins, Principal Brittany Bottensek and Executive Secretary Amanda Gast to handle all Student Body transactions and Adam Watkins, Brittany Bottensek and Linda Richardson to sign checks.

Adopted by the Blachly School Board of Directors at a regular school board meeting held on July 13, 2023.

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Board Chair

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Adam Watkins  
Superintendent



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**RESOLUTION  
Blachly S.D #2023-24-004**

**BE IT RESOLVED**, that the Board of Directors, School District #90, Lane County, hereby authorizes Executive Assistant to the Superintendent Bri Simington, Executive Secretary Amanda Gast and Business Manager Pat Rufo to use a signature stamp to sign checks as authorized by Superintendent, Adam Watkins, using written or electronic media during his absence from the district.

Adopted by the Blachly School Board of Directors at a regular school board meeting held on July 13, 2023.

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Board Chair

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Adam Watkins  
Superintendent