

Minutes of Regular School Board Meeting

The Board of Directors Ashland School District

A Regular School Board Meeting of the Board of Directors of Ashland School District was held Monday, July 14, 2014, beginning at 7:00 PM in the Ashland Council Chambers, 1175 East Main Street, Ashland OR 97520.

Jim Westrick) Chair
Eric Strong) Board Members
Eva Skuratowicz)
John Williams)
Deneice Covert Zeve)

Jay Hummel, Superintendent
Greg Lecuyer, Financial Director

1. Call to Order / Pledge of Allegiance / Roll Check / Vision and Mission Statement

- The meeting was called to order at 7:04 p.m. by Chair Westrick
- The Board led the Pledge of Allegiance
- All members were present for a full Board
- Director Skuratowicz read the Vision and Mission Statement

2. Welcome Visitors and Acknowledgments

3. Organization of the Board 2014-2015 School Year (Policy BC/BCA)

A. Election of Chair (Policy BCB)

Chair Westrick opened the floor for nominations for the position of Board Chair for the 2014-2015 school year.

Director Zeve moved to nominate Director Westrick for the position of Board Chair. Director Skuratowicz seconded the motion. There being no other nominations for Board Chair, nominations were closed. The motion passed (5-0).

B. Election of Vice Chair (Policy BCB)

Chair Westrick opened the floor for nominations for Board Vice Chair for the 2014-2015 school year.

Director Skuratowicz moved to nominate Director Williams for the position of Board Vice Chair. Director Zeve seconded the motion. There being no other nomination for Board Vice Chair, nominations were closed. The motion passed (5-0).

4. Student Highlights

Due to summer break there were no student highlights to report.

5. Ashland School District Student / Staff Recognition

Chair Westrick recognized Susan Hollandsworth for serving as interim principal for the John Muir school this year and thanked her for her service out of retirement.

6. Adoption of Agenda *(At this time Board members are provided the opportunity to amend the Regular Session agenda.)*

Chair Westrick shared with the Board that agenda item 11. New Business sub item D. Central Office Administrative Agreement would be reviewed at a later date. It was then recommended that the Board move all salary request items to the end of the agenda. The Board engaged in open discussion in consideration for taking action on sub-item F. Amendment to the 2014-2015 Supervisory Salary Schedule, sub-item G. Amendment to the 2014-2015 Confidential Agreement Salary Schedule and sub-item H. Memorandum of Understanding Between OSEA and ASD Article 14 Compensation and postponing taking action on sub-item E. Amendment to the 2014-2015 Administrative Salary Schedule and sub-item L. Amendment to the 2014-2015 Director of Financial Services Salary pending additional information.

Director Zeve moved to adopt the July 14, 2014 Regular Session agenda as amended. Director Williams seconded the motion. The motion passed (5-0).

7. Consent Agenda *(All items may be adopted by a single motion unless pulled for special consideration.)*

It was recommended that the Board approve the consent agenda as presented.

Director Williams moved that Board approve the consent agenda as presented. Director Skuratowicz seconded the motion. The motion passed (5-0).

A. Approval of Minutes

Special / Work Session of June 4, 2014, Regular Session of June 9, 2014, Special / Executive Session of June 11, 2014 and Special / Work Session of June 25, 2014.

B. Personnel

There was one employment request submitted at this time:

- Leave of Absence request – Kate Sullivan

C. Appoint Clerk

It was recommended that Superintendent, Jay Hummel, be appointed Clerk for the

2014-2015 school year.

D. Appoint Budget Officer

It was recommended that Financial Director, Greg Lecuyer, be appointed Budget Officer for the 2014-2015 school year.

E. Designate Superintendent as District Representative to Submit All Federal Grant Funds

It was recommended that Superintendent, Jay Hummel, be designated the District Representative to submit all federal grant applications and receive federal grant funds for the 2014-2015 school year.

F. Designate Custodian of Funds (Policy DGA)

In accordance with the Oregon State Law, the Superintendent/Clerk shall receive, hold in custody, and expend all funds as required by law and as directed by the Board. It was recommended that the Board designate both the Superintendent and the Financial Director as custodians of funds so, in the event one or the other of them is indisposed, business can continue on as usual.

G. Select Official Banks

The district proposed to use US Bank, American West Bank, Rogue Federal Credit Union, First Data and the Local Government Investment Pool as the official banks for the 2014-2015 school year.

H. Establish Time and Place of Official School Board Meetings (BD/BDA)

It was recommended that Official School Board Meetings be held at 7:00 p.m. in the Ashland Council Chambers on the second Monday of each month. The Board will reserve the fourth Monday of each month for Board Special / Work Sessions as needed.

I. Designate Official Newspapers of Record

It was recommended that the Ashland Daily Tidings and the Mail Tribune be designated as the official newspapers for the district for the 2014-2015 school year.

J. Review of Student and Employee Representatives to the School Board (BCBA)

Student / teacher / classified representatives are selected each year to sit with the Board at regular meetings as non-voting representatives. The next term for representatives will begin in August. The Board was asked to review Board Policy BCBA. It was recommended the Board continue to have a representative from all three groups.

8. **Hear Public Requests** (*The Ashland School District Board of Directors reserves this time for individuals to speak to the Board regarding topics not on the printed agenda.*) There were no requests at this time.

9. **Reports**

A. Student Representative and Ashland Education Association Reports

Ashland High School Student Representative Report

Due to the summer break student reports will resume in the fall.

Ashland Education Association Staff Representative Report

Due to the summer break the Ashland Education Association reports will resume in the fall.

B. Financial Report

1) Financial Director, Greg Lecuyer, reviewed the Facility Assessment and Capacity Report for the Ashland Middle School.

- Comprehensive report provided for Ashland Middle School (*document included in official minutes*)

Topics of discussion included:

- ✓ Available school facility space for use in the event of a school closure or remodeling
- ✓ Verification that sidewalks are addressed for repair / replacement
- ✓ Include age of major equipment components in the assessment report such as boilers and HVAC equipment
- ✓ Clarify concern of adjacent property owners regarding possible water /irrigation usage

2) District Systems Review

The internal controls audit was reviewed with the Board during the retreat earlier today. The Board expressed appreciation for the process. (*document included in the official minutes*)

C. Superintendent Report

1) Human Resources Vacancy Update

Financial Director, Greg Lecuyer, reported to the Board the successful candidate for the Human Resources Specialist vacancy is Kaelyn McEvoy. She is currently employed by the District as our Payroll Clerk. The Payroll Clerk position is currently posted for internal candidates.

2) Ashland Education Association Classified Support Letter

Superintendent Hummel shared a letter of support submitted by the Ashland Education Association encouraging the district to change practice in establishing split positions without benefits for teachers and classified staff.

3) Out of State Travel Information - Redwood State Park

Superintendent Hummel informed the Board of out of state travel planned for John Muir Students in October. Grades 4 through 8 will be participating in an outdoor education unit at Redwood State Park.

4) 2014 Tell Oregon Survey

Superintendent Hummel provided an overview of the 2014 Tell Oregon Survey Results. Results were posted for Walker Elementary, Helman Elementary, Bellview Elementary and Ashland Middle School.

Survey topics included:

- ✓ Use of time
- ✓ Facilities and resources
- ✓ Community support and involvement
- ✓ Managing student conduct
- ✓ Teacher leadership
- ✓ School leadership
- ✓ Professional development
- ✓ Instructional practices and support

The results will be shared with all district staff.

10. **Unfinished Business**

A. Board Policy Review and Revision **JECB** (second reading)

The Board discussed and reviewed Board Policy **JECB Admission of Nonresident Students** as a second reading.

Director Williams moved that the Board approve policy JECB Admission of Nonresident Students as presented. Director Skuratowicz seconded the motion. There was no additional discussion. The motion passed (5-0).

11. **New Business** (*Please be advised the following “New Business” items may be amended and placed earlier on the agenda schedule in consideration of presenters. To ensure you are able to witness a topic of interest, attendance of the full Board Session is recommended and welcomed.*)

A. Board Policy Review and Revision **KN** (first reading)

The Board discussed and reviewed Board Policy **KN Relations with Law Enforcement Agencies** as a first reading. In general discussion Board members addressed the following areas:

- ✓ Parameters for cooperation between law enforcement and the schools
- ✓ Law versus Board policy
- ✓ School Board intent that no student is interrogated unless parent is present
- ✓ Enhance relationship between students and law enforcement
- ✓ Policy KN administrative rules reviewed

Board members will follow up with Superintendent Hummel and Student Services Director, Samuel Bogdanove, with feedback for the policy prior to second reading.

B. Board Policy Review and Revision **JHFF** (first reading)

The Board discussed and reviewed Board Policy **JHFF Reporting Requirements Regarding Sexual Conduct with Students** as a first reading. Financial Services Director, Greg Lecuyer, provided an overview of policy JHFF as recommended by PACE. In general discussion Board members addressed the following areas:

- ✓ Policy addresses suspected sexual grooming of students
- ✓ Necessity for staff training
- ✓ Concerns expressed regarding internal investigation versus reporting to authorities
- ✓ Recommendations for Susan Moen to review policy prior to second reading

C. International Travel Request - Costa Rica

Superintendent Hummel presented a proposal for international travel of Ashland High School students to Costa Rica as submitted by Gladys Contreras and Michelle Zundel.

Director Williams moved the Board approve the proposed international travel request to Costa Rica as presented. Director Strong seconded the motion. There was no additional discussion. The motion passed (5-0).

D. Central Office Administrative Agreement

As referenced in agenda item **6. Adoption of Agenda** the Central Office Administrative Agreement item was postponed for additional review and discussion.

E. Amendment to the 2014-2015 Administrative Salary Schedule

The Board reviewed and discussed the request to amend the salary schedule of the Administrative Agreement between the Administrative staff and Ashland School District. With additional time for review requested by the Directors, the agenda item was postponed for action until the regular session in August.

F. Amendment to the 2014-2015 Supervisory Salary Schedule

The Board reviewed the modifications made to the salary schedule of the Supervisory Agreement between the Supervisory staff and Ashland School District.

Director Williams moved the Board approve the 2014-2015 Supervisory Salary Schedule as presented. Director Skuratowicz seconded the motion. There was no additional discussion. The motion passed (5-0).

G. Amendment to the 2014-2015 Confidential Agreement

The Board reviewed the modifications made to the salary schedule of the Confidential Agreement between the Confidential staff and Ashland School District.

Director Skuratowicz moved the Board approve the 2014-2015 Confidential Salary Schedule as presented. Director Williams seconded the motion. There was no additional discussion. The motion passed (5-0).

H. Memorandum of Understanding Between Oregon School Employees Association and Ashland School District No. 5

The Board was asked to review the Memorandum of Understanding between Oregon School Employees Association and Ashland School District No. 5 regarding Article 14 Compensation.

Director Westrick moved to approve the Memorandum of Understanding between Oregon School Employee Association and Ashland School District No. 5 as presented. Director Skuratowicz seconded the motion. There was no additional discussion. The motion passed (5-0).

I. Memorandum of Agreement - AEA / Southern Oregon Bargaining Council and Ashland School District

The Board was asked to review the Memorandum of Agreement between AEA/SOBC and Ashland School District regarding Article 24-F Support for Transferred or Reassigned Employees.

Director Skuratowicz moved to approve the Memorandum of Agreement between AEA/SOBC and Ashland School District No. 5 as presented. Director Zeve seconded the motion. There was no additional discussion. The motion passed (5-0).

J. Board Policy Review and Revision IGAEB

The Board reviewed policy IGAEB as required annually with no recommendation for updates or amendments.

K. Board Policy Review and Revision (Section A/B Board Governance)

The Board, as required annually, will review section A/B Board Governance for revisions as needed.

L. Amendment to the 2014-2015 Director of Financial Services Salary

The Board reviewed the salary recommendation for the Director of Financial Services. Action on this item was postponed, pending additional review, until the regular session in August.

12. **Board Reports**

Board members reported on recent activities.

Director Zeve

✓ Nothing to report at this time due to summer break

Director Skuratowicz

✓ Nothing to report at this time due to summer break

Chair Westrick

✓ Nothing to report at this time due to summer break

Director Williams

- ✓ Attended the Helman Elementary 5th grade graduation event
- Director Strong
- ✓ Nothing to report at this time due to summer break

13. Announcements and Appointments

Chair Westrick read the following announcements:

- A. The Board will hold a Special / Work Session (Board Retreat) Monday, July 14, 2014 at 9:00 a.m. in the Palm Room at the Lithia Springs Hotel.
- B. The next Regular Board Session will be held on Monday, August 11, 2014 at 7:00 p.m. in the Ashland Council Chambers.
- C. The Oregon School Board Association Summer Conference will be held in Bend, Oregon, July 18 - 20, 2014.

14. Adjourn

There being no further business to discuss, the meeting was adjourned at 9:29 p.m.

Respectfully submitted by:

Katherine Sisk, Executive Assistant

Dated for Board Approval: August 11, 2014

Board Chair, Jim Westrick

Superintendent, Jay Hummel