

# Lowell School District

45 S. Moss St. ♦ Lowell, Oregon 97452 ♦ (541) 937-2105

## **Board of Director's Meeting**

January 25, 2016

5:45 pm Executive Session

6:30 Public Session Professional Development Center

### **Minutes**

The Lowell School Board encourages public input. Persons wishing to address the Board on school related issues, are invited to do so, either when the item is presented on the agenda, or under the "Public Comments" section. In the interest of time and order, presentations from the public are limited to three (3) minutes per person, and the total time for individual agenda items shall not exceed twenty (20) minutes. An individual speaker's allotted time may not be increased by a donation of time from members of the public in attendance. If you wish to speak under Public Comments, please complete a Public Comment Form and turn it in to the Assistant to the Superintendent. The Board requests complaints or charges against an employee be held in Executive Session. Individuals who require disability-related accommodations or modifications to participate in the Board meeting should contact the Superintendent in writing prior to the meeting.

#### **1.0 OPENING BUSINESS—5:45 pm Professional Development Center**

- 1.1 Call to Order
- 1.2 Public Comment on Executive Session Topics
- 1.3 Convene to Executive Session

#### **2.0 EXECUTIVE SESSION—Superintendent's Office Conference Room**

##### 2.1 Pursuant to ORS 192.660(2)(i)

To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

- 2.1.1 Discussion of Superintendent's Annual Objectives and Evaluation Process

##### 2.2 Pursuant to ORS 192.660 (2) (d).

To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

##### 2.3 Pursuant to ORS 192.660 (2)(f)

To consider records exempt by law from public inspection.

##### 2.4 Oregon Regulation 192.660 (2)e

To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

- The Lowell School Board considered the items reflected on the Executive Session Agenda and no action was taken.

##### 2.5 Return to Public Session

#### **3.0 OPENING OF PUBLIC SESSION—6:30 pm Professional Development Center**

##### 3.1 Public Session Call to Order

##### 3.2 Pledge of Allegiance

##### 3.3 Attendance:

\_\_\_Dennis McCallum, Chair

\_\_\_ Suzanne Kintzley, Vice-Chair  
\_\_\_ Mike Galvin  
AB Joyce Donnell  
\_\_\_ Jim Chapman  
\_\_\_ Walt Hanline, Ed. D., Superintendent  
\_\_\_ Kay Graham, Principal  
\_\_\_ Marisa Owsley, Student Body Representative  
\_\_\_ Michelle Stephens, Assistant to the Superintendent

#### 3.4 Approval of Agenda – January 25, 2016

Motion: Approve Agenda

MOTION: Mike Galvin 2<sup>nd</sup>: Suzanne Kintzley AYES: 4 NOES: 0 ABSTAIN: 0

#### 4.0 **COMMUNITY/SCHOOL PRESENTATIONS**

##### 4.1 Presentation of the MVA Annual Audit by Accuity

- Laurie Cardwell, Chair of MVA board, and vice-chair of MVA board
- Glen from Accuity
  - Unmodified opinion: They didn't find any oddities or problems in the accounting
  - There are some issues that they make note of: operational controls—not having staff for each role or duty (financial resources are the cause of the issue and it is just something to be aware of and it is very common in small districts)
- Dave Standridge—Lane ESD

##### 4.2 Presentation of the Lowell School District Annual Audit by Accuity

- Unmodified opinion: the district has nothing outstanding or problematic in their accounting
- The number fluctuations were positive and not all districts have such positive changes
- The focus is on the general fund and although there was a negative change, much of the change came from transferring money out to other funds
- Compliance with state standards audit: nothing major to note and really had a very good overall review with the exception of two minor budget issues and should not be an issue in the future
- Board members can be held accountable for approving the misappropriation of funds, however, that is not an issue with the Lowell School Board
- Operations control issues: again, the lack of separation of roles for the staff is not ideal but it is reality because of the lack of funding for small schools
- Accuity would like the district to call and ask questions and strives to partner with the district to help rather than “catch” mistakes when it's too late

##### 4.3 Presentation by Carol Knobbe from Lane ESD regarding the Local Service Plan, the Lane ESD Strategic Plan, and the Flex Model, along with Lowell's service order

- Overview of the 3 year service plan and how it benefits all of the districts; plan still has to be approved annually
- Changes include the funding of innovation fund and special education funding
- Lane ESD has core funding of 10%
- Lowell orders more services than the amount of flex dollars allotted so some money is paid to the ESD from the general fund

*\*\*Those that have received commendations or made presentations will have an opportunity to be excused at this time.*

## 5.0 **PUBLIC COMMENT**

*\*\*Opportunity for Citizens to address items not on the Agenda. Persons wishing to address the Board on any school related issue not listed elsewhere on the agenda are invited to do so now. Board Members are limited, but not required, to give a brief response to public statements or questions regarding non-agenda items.*

## 6.0 **CONSENT AGENDA—consolidated motion**

*\*\*The purpose of the Consent Agenda is to expedite action on routine agenda items. These items will be acted upon with one motion, second and approval of the Board, unless a member of the board or public wishes to pull the item for individual discussion and action. All matters listed under Consent Agenda are those on which the board has previously deliberated or can be classified as routine items of business. **There will be no separate discussion of these items prior to the vote by the Board unless members of the Board, staff, or public request specific items to be discussed or pulled from the Consent Agenda.** Members of the public who wish to speak on an item must first fill out a public comment card.*

6.1 Board Minutes from December 14, 2015 Board Meetings (Attachment)

6.2 Board Minutes from December 18, 2015 Board Meetings (Attachment)

6.3 Board Minutes from January 11, 2016 Board Meetings (Attachment)

6.4 Ratification of Employment (Attachment)

6.5 Check Register: 27935-28079 (Attachment)

Motion: Approve the consent agenda items

MOTION: Mike Galvin 2<sup>nd</sup>: Suzanne Kintzley AYES: 4 NOES: 0 ABSTAIN: 0

## 7.0 **ACTION DISCUSSION**

7.1 Motion: Approve the acceptance of the MVA Annual Audit—Presented by Dr. Hanline

Explanatory Statement: The MVA Charter School is required to have an annual audit completed

MOTION: Mike Galvin 2<sup>nd</sup>: Jim Chapman AYES: 4 NOES: 0 ABSTAIN: 0

7.2 Motion: Approve the acceptance of the Lowell School District Audit—Presented by Dr. Hanline

Explanatory Statement: The Lowell School District is required to have an annual audit completed.

MOTION: Suzanne Kintzley 2<sup>nd</sup>: Mike Galvin AYES: 4 NOES: 0 ABSTAIN: 0

7.3 Motion: Approve the updated Lowell School Board 2015-16 Calendar—Presented by Dr. Hanline (Attachment)

Explanatory Statement: Changes were made to the calendar and needs board approval

MOTION: Mike Galvin 2<sup>nd</sup>: Suzanne Kintzley AYES: 4 NOES: 0 ABSTAIN: 0

7.4 Motion: Approve the Lowell School Board 2016-17 Calendar—Presented by Dr. Hanline (Attachment)

Explanatory Statement: Board approval is necessary for all calendars for the Lowell School District

MOTION: Mike Galvin 2<sup>nd</sup>: Jim Chapman AYES: 4 NOES: 0 ABSTAIN: 0

7.5 Motion: Approve the updated Lowell School District 2016-17 Calendar—Presented by Dr. Hanline (Attachment)

Explanatory Statement: Board approval is necessary for all calendars for the Lowell School District

- Discussion regarding the timing of the spring vacation to coincide with U of O scheduling
- There is the possibility that it may need to be changed if other districts do not follow the U of O scheduling and we need to be sensitive to the needs of the teachers and their family members attending other school, particularly Springfield and 4j

MOTION: Suzanne Kintzley 2<sup>nd</sup>: Mike Galvin AYES: 4 NOES: 0 ABSTAIN: 0

## **8.0 INFORMATION AND STUDY**

8.1 Report on Lane County Superintendents' meeting with local legislators—Presented by Dr. Hanline (Attachment)

- A note that the federal government's main priority is safety and the state is education

8.2 Master Facility Planning Report—Presented by Mr. Matthews

- March 31<sup>st</sup> will be the date of announcement for seismic grant
- Tomorrow is the date for announcement for the matching grant and if we don't receive it then we go into a lottery
- New fencing around the baseball field; the backstop should have been finished today
- Hedges have been trimmed
- We are finally at a point in our district than we can knit-pick small issues rather than dealing with large issues

8.3 Financial Report—Referred by Mr. Standridge (Attachment)

8.4 Utility Report—Referred by Ms. Weathers (Attachment)

8.5 Mountain View Academy Report—Referred by Ms. Weathers (Attachment)

8.6 Activities Fund Report—Referred by Ms. Weathers (Attachment)

8.7 Student Body Representative Report—Presented by Ms. Owsley

- Lundy will be going to the symphony as a group
- Lundy had a polite word challenge and 4<sup>th</sup> grade won
- Kids were on the news with the meteorologist
- High school senior presentations are Thursday
- Last Friday, the Junior high kids went to see the play "To Kill a Mockingbird" and they are still talking about it
- High school students set goals to improve their goals and if they reach them, they receive Subway gift cards
- Friday there is a puppet show in the cafeteria
- Basketball: both teams are having a winning season
- Wrestling took first at 1A state Champions
- Fundraiser at Papa's Pizza on February 16th

8.8 Principals Report—Presented by Ms. Graham

- Division 22 Standards Presentation to the Lowell Board of Directors and Community: Lowell School District Assurances Regarding the following Standards as Requested by ODE:
  - OAR 581-022-0606 District Improvement Plan: The District Continuous Improvement plan was completed in June of 2015 and approved by ODE. The goals of the Continuous Improvement plan are evaluated throughout the year. In addition to District Improvement plan, the district completed a strategic plan which is evaluated and reviewed by the Superintendent and School Board annually;
  - OAR 581-022-0711 Policies on Reporting Child Abuse: The staff is in-serviced on child abuse reporting annually. The policies are outlined in student/parent handbooks, staff handbook and in School Board Policy. Staff also complete on-line training and testing regarding child abuse and reporting yearly. There are identified people who help manage and track child abuse reporting;
  - OAR 581-022-1130 Diploma Requirements: The Diploma Requirements are clearly stated in the course catalog, parent/student handbook, and Board Policy. The Lowell School District strictly adheres to the Department of Education's diploma requirement guidelines;
  - OAR 581-022-1210 District Curriculum: The District Curriculum is aligned to CCSS with planned K-12 Instructional program in all subject areas as outlined in OAR 1210. This includes appropriate grade-level instruction in infectious diseases, prevention education and safety programs;
  - OAR 581-022-1520 Required Instructional Time: The Lowell School District is in full compliance with the required instructional time for each grade level. Each grade level receives more than the minimum required instructional time of: Grade 12: 966 hours; Grades 9-11L 990 Hours, Grades K-8: 900 hours
  - Ms. Graham will be working on enhancing the Lowell School District Drug and Alcohol programs as appropriate for grade levels
- We received a grant from Lowe's and will be purchasing and installing new playground structure;
- ALICE training is on February 19<sup>th</sup> at 12:45 pm
- Standardized Writing rubric by combining two programs
- 4 people to a reading workshop and it was an outstanding program

#### 8.9 Superintendent's Report—Presented by Dr. Hanline

#### 8.10 Board Members' Report

- Mr. Chapman reported on the positive changes to our curricula, classes, counseling, and educational programs

### 9.0 **ADJOURNMENT**

Any documents that are public records and are provided attachments to public session items on this agenda are accessible to the public on the District's Website, with the exception of documents provided at the time of the meeting. Documents that are public records, and are provided at the time of the meeting to a majority of the Board regarding a public session item, will be made available for public inspection upon request to the Superintendent's Assistant.