

# Lowell School District

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

## Board of Director's Meeting

April 15, 2015

Professional Development Center

Immediately following Lowell Budget Committee Meeting

### **AGENDA--Amended 4/8/15**

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**

##### 1.1 Call to Order

##### 1.2 Pledge of Allegiance

##### 1.3 Attendance:

☐ Dennis McCallum, Chair  
☐ Suzanne Kintzley, Vice-Chair  
☐ Mike Galvin  
☐ Leslie Brandt  
☐ Jim Chapman  
☐ Walt Hanline, Ed. D., Superintendent  
☐ Kay Graham, Principal  
☐ Marisa Owsley, Student Body Representative  
☐ Michelle Stephens, Assistant to the Superintendent

#### **2.0 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.*

#### **3.0 ACTION DISCUSSION**

##### 3.1 Accept the resignation of Board Member, Leslie Brandt—(Attachment)

MOTION: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

##### 3.2 Approve the appointment process to fill Position 2 of the Lowell School board for the remaining 2 year term—Presented by Dr. Hanline (Attachment)

MOTION: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

##### 3.3 Approve the contract between Lowell School District and Johnie Matthews—Presented by Dr. Hanline (Attachment)

MOTION: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_ AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

#### **4.0 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.

Leslie Brandt

401 D st

Lowell, OR 97452

541-225-7314

04-03-2015

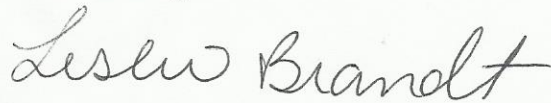
President Dennis McCallum  
Lowell School Board  
65 S. Pioneer  
Lowell, OR 97452

Dear Board,

The purpose of this resignation letter is to inform you that I will be leaving my position with the school board on April 3, 2015, as I am relocating to Chiloquin, Oregon.

I have enjoyed being part of the team during such an exciting time of growth and redevelopment and appreciate the opportunity to work with such wonderful people over the past few years.

Yours sincerely,

A handwritten signature in cursive script that reads "Leslie Brandt". The signature is written in dark ink and is positioned above the printed name.

Leslie Brandt

# Board Member Appointment Process

<b>Event</b>	<b>Date</b>	<b>Time</b>
Acceptance of Resignation from Leslie Brandt by the Board	Wednesday, April 15	6:30 pm
Communicate to Media and Place Send Email Notice and place in the May Bridge	Wednesday, April 15	6:30 pm
Applications due to District Office	Tuesday, May 5	4:00 pm
Applications Reviewed by Board Committee and Interview Questions Reviewed	Wednesday, May 6	TBD
Board Meeting – Interview Selected Board Applicants and Appoint/Select Board Member	Monday, May 18	2:00 pm
New Board Member Sworn In	Monday, June 22	7:00

## CANDIDATE INFORMATION SHEET

Please fill out and return by Tuesday May 5, 2015 **(not later than 4:00 pm)** to the Lowell School District,  
Superintendent's Office at 45 Moss Street, Lowell, Oregon

(Candidates will be interviewed by the Board on the afternoon of Monday, May 18, 2015)

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(Last Name) (First Name) (Initial)

Business Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Occupation: \_\_\_\_\_ No. of Years Residing in District: \_\_\_\_\_

Do you have children in the district's schools? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, ages and schools are:

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What do you see as the basic purpose of the public schools?

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What is the role of the school board in the fulfillment of that purpose?

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What could be done to help improve communications and relationships among the  
board, staff, students, parents, and community?

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What should be the relationship between the board members and the administration in the handling of school concerns?

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What do you see as the strengths of the Lowell School District?

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What do you see as the areas most needing improvement in the Lowell School District?

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Have you worked on any school committees or participated in any school activities recently? Please list them.

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Other community or business activities?

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Why do you feel you want to be a school board member?

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Signature

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Date

**LOWELL SCHOOL DISTRICT #71**

**PERSONAL SERVICES CONTRACT**

**FOR**

**JOHNIE LEE MATHEWS, III**

This contract is made and entered into this 15<sup>th</sup> day of April, 2015, by and between the Lowell School DISTRICT #71 (hereinafter "DISTRICT") and **Johnie Lee Matthews, III, hereinafter ("MANAGEMENT/CONFIDENTIAL EMPLOYEE")**.

WHEREAS, the DISTRICT desires to provide the MANAGEMENT/CONFIDENTIAL EMPLOYEE with a written employment contract in order to insure administrative stability and continuity within the DISTRICT which the DISTRICT believes generally improves the quality of the overall educational program;

NOW, THEREFORE, the DISTRICT and the MANAGEMENT/CONFIDENTIAL EMPLOYEE, for consideration herein specified, agree as follows:

**I. TERM OF MANAGEMENT/CONFIDENTIAL EMPLOYEE CONTRACT**

The DISTRICT hereby offers and the MANAGEMENT/CONFIDENTIAL EMPLOYEE hereby accepts employment as Assistant Principal of Lowell Schools for a one-year (1) term commencing on July 1, 2015 and ending June 30, 2016.

The MANAGEMENT/CONFIDENTIAL EMPLOYEE shall abide by all applicable state and federal laws, rules and regulations of the Board of the DISTRICT. MANAGEMENT/CONFIDENTIAL EMPLOYEE understands and agrees that, should MANAGEMENT/CONFIDENTIAL EMPLOYEE fail to secure the requisite licenses or certificates to fulfill any mandatory prerequisite authorizing MANAGEMENT/ CONFIDENTIAL EMPLOYEE to legally provide Administrative Services to Oregon public school employees and students, this Agreement shall become null and void.

**II. MANAGEMENT/CONFIDENTIAL EMPLOYEE COMPENSATION AND**  
**WORK YEAR**

**WORKYEAR**

MANAGEMENT/CONFIDENTIAL EMPLOYEE accepts employment for a 215 day work year, 12 month employee pursuant to the further terms of this Agreement.

**SALARY**

The MANAGEMENT/CONFIDENTIAL EMPLOYEE annual salary shall be \$76,000. The salary shall be distributed in the form of a direct monthly payment. The Board reserves the right to modify the MANAGEMENT/ CONFIDENTIAL EMPLOYEE's salary, with the mutual consent of the MANAGEMENT/ CONFIDENTIAL EMPLOYEE and ratification by the Board. It is further provided, however, that by so doing, it shall not be considered that a new contract has been entered into or that the termination date of the existing contract has been extended.

**HEALTH BENEFITS**

MANAGEMENT/CONFIDENTIAL EMPLOYEE shall annually receive District provided health benefits in the amount of \$13,296. If MANAGEMENT/CONFIDENTIAL EMPLOYEE elects a health benefit plan less than the \$13,296, MANAGEMENT/ CONFIDENTIAL EMPLOYEE shall be provided the difference in compensation and be free to allocate the compensation within the restrictions outlined by the District. The compensation shall be distributed in the form of a direct monthly payment.

**LEAVE BENEFITS**

MANAGEMENT /CONFIDENTIAL EMPLOYEE shall receive 12 days of sick leave and the same leave benefits that are provided to Licensed staff. .

## EXPENSES

The DISTRICT will pay the MANAGEMENT/CONFIDENTIAL EMPLOYEE'S ordinary expenses in conducting DISTRICT business, within the budget for that purpose and with the approval of the Superintendent.

The DISTRICT shall reimburse the MANAGEMENT/CONFIDENTIAL EMPLOYEE for reasonable, actual and necessary expenses (e.g. meals, registration fees, and air fare) for attendance at conferences approved in advance by the Superintendent, and other functions which directly contribute to the addressing of the DISTRICT'S mission and goals.

## LIABILITY INSURANCE

The MANAGEMENT/CONFIDENTIAL EMPLOYEE shall be covered under the DISTRICT'S liability insurance that covers other administrative employees.

## **III. MODIFICATION**

This contract supersedes all prior agreements and understandings between the parties. The parties may, during the term of this contract, mutually agree to modify any of its terms. Any modifications will be in writing, signed by both parties and attached to this document.

IN WITNESS WHEREOF, I affix my signature to this contract as the full and complete agreement between the parties hereto.

Dated: April 15, 2015

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Dennis McCallum  
BOARD PRESIDENT  
LOWELL SCHOOL DISTRICT #71

I hereby accept this offer of employment and agree to comply with the terms and conditions stated hereof in this contract, and to fulfill all the duties of employment as MANAGEMENT/CONFIDENTIAL EMPLOYEE of the Lowell School DISTRICT #71.

Date of Acceptance: April 8, 2015

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Johnie Lee Matthews, III

