

Dayton School District #8
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REGULAR BOARD MEETING

Tuesday, January 9, 2018

The Board of Directors of Dayton School District No. 8 met for the regular monthly meeting on Tuesday, January 9, 2018, in the District Board Room.

CALL TO ORDER

Board Chair Reba Stoller called the Regular Board Meeting to order at 7:02 PM and led the Pledge of Allegiance to the American Flag.

ATTENDANCE

Board Members

Reba Stoller, Chair
Teresa Shelburne, Vice Chair
Pam Horst
Isaac Kearns
Debbie Kearns
Francisco Montelongo *absent*
Raylinda Price *absent*

Administrators/Board Secretary

Jason Hay, Superintendent
Jan Bunn, Deputy Clerk
Candy Duer, Board Secretary
Stephanie Ewing, GS Principal
Jami Fluke, JH & HS Principal

AGENDA

- Add Executive Session to consider the employment of an employee, under ORS 192.660(2)(a).

EXECUTIVE SESSION

At 7:03 PM the Board met in Executive Session for the following purpose:

1. To consider the employment of an employee, under ORS 192.660(2)(a).

[Isaac Kearns arrived during Executive Session at 7:05 PM.]

The meeting reconvened into the Regular Board Meeting at 7:18 PM.

SPECIAL RECOGNITION

January is School Board Appreciation month. Superintendent Hay presented certificates to each Board member. Certificates read, "In appreciation of your service to Dayton School District. Thank you for your dedication and hard work in preparing today's students for tomorrow's world." Jason thanked Board members for their service and all that they do for the school district. Board members received written notes of appreciation, drawings, and other tokens of appreciation from students, teachers and administrators. Cake was served in honor of Board members.

[The Board took a short recess.]

PUBLIC COMMENT

There were no public comments.

AGENDA

- Add Agenda Item 5.3 to Consent Agenda: Accept Resignation.

CONSENT AGENDA

MOTION

It was moved by Pam Horst, seconded by Debbie Kearns, and carried (5-0) to approve the consent agenda as follows:

- Approve Minutes of December 12, 2017, Regular Board Meeting.
- Approve Board Policies and Administrative Regulation (first reading took place at December 12, 2017, Regular Board Meeting):
 - CCG, Evaluation of Administrators
 - EBBB, Injury/Illness Reports
 - GCN/GDN, Evaluation of Staff**
 - JOA, Directory Information**
 - KI, Public Solicitation in District Facilities
- Accept Resignation:
 - Cassandra Cameron, High School Teacher, effective January 8, 2018.

REPORTS

Student Council

No report was given.

Audit

Jan Bunn introduced auditor Jennifer Darst of Boldt, Carlisle, & Smith LLC., who presented the 2016-2017 Annual Financial Report (Audit). (Record copy on file.) Board members received copies of the report electronically. A communication letter was mailed directly to each Board member which explained the auditors' responsibility in relation to the financial statement audit, and an overview of important information for the use of the Board of Directors and management of Dayton School District #8. (Record copy on file.)

Jennifer Darst described how the audit was performed, and reviewed key pages, explaining what to look for when reading the audit document. All financial statements were presented fairly in all respects, free of material misstatement, and in compliance with all laws. A comment regarding deficiency of internal control due to the lack of segregation of duties was noted. This is common in small districts because of the limited number of staff members. During the current fiscal year, the District's net position decreased by \$274,908, as a result of the implementation of GASB 73 and effects of GASB 68. The total assets decreased by \$420,564 and total liabilities increased by \$2,528,030. The single audit for 2016-2017 was conducted on the Child Nutrition Cluster. There were no material weaknesses or significant deficiencies found. Jennifer Darst thanked Jan Bunn for her helpfulness and thorough work in preparing for the audit.

City Council

City Council Member Mayor Wytoski reported that Derick Price was elected City Council President. There will be a meet and greet of the three City Manager finalists on January 22, 2018, from 5:00 – 6:00 PM. Superintendent Hay has joined the Community Partnership panel.

Superintendent

Superintendent Hay reported:

- Dayton's Ag classes and FFA students processed 300,000 pounds of fruits and vegetables to donate to local and statewide families and food banks. Thousands of families and people ate better over the holiday season because of the contributions of our students.
- The annual Junior High and High School Winter Wish event allocated \$2,000 to sponsoring a number of families in need, which included donated household items and gift cards for groceries and other necessities. An additional \$3,500 was allocated for taking 32 students

shopping and having a meal at the Salem Center Mall on January 4th. The event was very successful due to the generosity of staff members, and the coordination by Jami Fluke, Tera Solem, and Heather Oliveira.

- Two Junior High Lego Robotics Program teams will be participating in the State Competition. Students design a robot that is programmed to complete challenges. Students are also judged on their ability to work together and for conducting a research project that is presented to a panel of judges.
- United Way of the Mid-Willamette Valley recently awarded \$200 for each of Dayton's grade school classrooms for a total of \$4,000 for 20 classrooms. PE, Art and Music classrooms were not funded under this program; however Dayton's PE and Music teachers will receive \$200 each from the District's general funds for their classrooms.
- The District's required annual Integrated Pest Management report was recently completed by Maintenance Director Rick Palmer. Superintendent Hay reviewed the report, which included continued monitoring for mice and insects, and keeping rooms clean of food to discourage ants. The District contracts with C and D Landscape Company, an approved pesticide applicator, for lawn and grounds maintenance.
- The District has been exploring providing opportunities for our students to earn more credits through online or blended learning options. The plan will recapture students who have left for charter schools and other online opportunities. The District will meet with a family who will be the first to return to Dayton to participate in an online program.
- The all-day facilities walkthrough with the architect and engineer has been rescheduled from January 11 to January 30, 2018. The revised date will still coordinate well with the other work that needs to be done. Superintendent Hay and Business Manager Jan Bunn will work on the state grant to fund the District's long-range plan, and a District Facilities Advisory Committee (DFAC) will be formed in late February.
- Work continues with Jami Fluke and her team regarding the ODE CTE Grant. The District is looking at options for how to best utilize the \$50,000 allocated to create a mechanical design space. The exploration that was started through this grant process will continue along with an overall facilities assessment and long-range planning.
- Upcoming work planned for the coming five months includes: a facilities assessment and long-range planning; a strategic planning process; work on the process for the District's official Measure 98 plan; the building of the budget for 2018-2019; and collective bargaining for both classified and certified unions.

Financial Report

Board members received copies of Business Manager Jan Bunn's financial report. To date, 65.85% of the 2017-2018 budget revenue has been received, and 73.54% of budgeted expenditures have been made or encumbered. Student enrollment as of January 2, 2018, is 1006 students (Grade School 429; Junior High School 238; High School 339). (Record copy on file.)

Administrators

Grade School Principal Stephanie Ewing reported that Federal Title programs are being monitored during the month of January. The winter programs, created by Music Teacher Ellen Lewing, were enjoyed by students and families. A classroom that met their attendance goal had a game day as their reward. Students are being assessed in reading, writing, and math for reporting on first semester report cards.

Junior High/High School Principal Jami Fluke reported on new design challenge classes at the Junior High and High School. Senior audits are being conducted this week – a group of teachers meet with each student to audit their transcript and prepare a PEP (Personal Education Plan). The Winter Wish program was very successful, allocating \$5,500 for students and families in need. Jami Fluke is

working with COSA (Confederation of Oregon School Administrators) and the BEC (Business Education Compact) as they plan for an innovation conference at the Nike Tiger Woods Center in Beaverton.

INFORMATION

This is an information item and no action is required by the Board. Comments, questions, concerns and recommended edits should be forwarded to the superintendent for consideration prior to the February 2018 Board meeting in which the policies/administrative regulations are recommended for a second reading and adoption.

- GCDA/GDDA-AR, Criminal Records Checks/Fingerprinting: Language revisions regarding volunteers were made to match current practice, and to follow the new ODE electronic fingerprinting process.

DISCUSSION

Schedule of Board Events

-Board member report to Dayton City Council Meeting (first Monday @ 6:30 PM)

February 5: Teresa Shelburne

March 5: Isaac Kearns

April 2: Debbie Kearns

May 1: Reba Stoller

-Bargaining Collaborative Dinner, February 5, 2018, at 5:00 PM in the District training room and Board Room.

-Board Work Session on strategic planning, February 6, 2018, at 6:00 PM in the District Board Room.

-OSBA Bonds, Ballots & Buildings Conference, February 9, 2018, Salem Convention Center. Superintendent Hay, Board Chair Stoller, Business Manager Jan Bunn, and Board Members Debbie Kearns and Isaac Kearns are registered to attend.

-Next Regular Board Meeting, February 13, 2018, beginning at 7:30 PM in the District Board Room; preceded by dinner at 5:45 PM and a Work Session at 6:00 PM.

-Board Work Session on strategic planning, March 6, 2018, at 6:00 PM in the District Board Room. Strategic Planning.

-Regular Board Meeting, March 13, 2018, beginning at 7:00 PM in the District Board Room.

Formation of District Facilities Advisory Committee (DFAC)

Board members received copies of a memo from Superintendent Hay regarding the composition of the DFAC. Superintendent Hay reviewed the memo, which included recommended committee members, information to be included on a short one-page application for some committee positions, and a timeline for the creation of the committee. The purpose of the committee is to process the information received from Soderstrom Architects, determine the goals and visions for the school district, and plan how to accomplish them. In the fall of 2018, the scope of work could potentially lead to a general obligation bond ballot in May of 2019. Board members discussed the formation and work of the committee, and recommended that Superintendent Hay create the one-page application. Debbie Kearns requested to be a part of the DFAC, along with Board Members Reba Stoller and Isaac Kearns.

BUSINESS

Accept Audit Report

Motion

The 2016-2017 Annual Financial Report (Audit) was presented to Board Members by Jennifer Darst of Boldt, Carlisle, & Smith LLC during the Reports portion of the meeting. Board members were given the opportunity to ask questions. Superintendent Hay stated that the District is working with

Auditor Jennifer Darst regarding practices that could be done differently to mitigate the lack of segregation of duties that is common in small districts. With the upcoming retirement of the business manager, one suggestion was to separate payroll processing from the business manager's duties next year.

-It was moved by Teresa Shelburne, seconded by Pam Horst, and carried (5-0) to accept the 2016-2017 Annual Financial Report as presented. (Record copy on file.)

Adopt 2017-2018 Division 22 Standards Assurances

Motion

Copies of the Division 22 Standards for Public Elementary and Secondary Schools 2017-2018 Assurances Report were given to Board members. The yearly approval process assures the state that the District is in compliance with Oregon Standards & Assurances, which includes reporting them to the public. Dayton School District will post the Annual Report on the District's website by February 1, 2018. Superintendent Hay reviewed the standards, stating that the District meets and is in compliance with all standards except for two: 1) The Health and Safe School Plan is new so therefore there isn't a policy encompassing all of the pieces present in the requirement; 2) Media Programs requires that the District have a plan to work with a media specialist or certified librarian. Short paragraphs will be written on the submission to ODE explaining how the District plans on meeting both these standards. The 2017-2018 Division 22 Standards Assurances will be uploaded electronically to ODE by February 15, 2018.

-It was moved by Pam Horst, seconded by Debbie Kearns, and carried (5-0) to adopt the 2017-2018 Division 22 Standards Assurances as presented. (Record copy on file.)

Budget Calendar for Fiscal Year 2018-2019

Motion

The proposed Budget Calendar for the 2018-2019 fiscal year was presented to the Board for review. The first Budget Committee Meeting is scheduled for May 8, 2018. By law, final adoption of the budget must occur prior to June 30, 2018. There are two vacant Budget Committee positions.

-It was moved by Teresa Shelburne, seconded by Pam Horst, and carried (5-0) to adopt the Budget Calendar for Fiscal Year 2018-2019. (Record copy on file.)

Enrollment/Interdistrict Transfer Criteria

Motion

Superintendent Hay recommended that all grade levels (K-12) be closed for the acceptance of interdistrict transfer students beginning at second semester for the remainder of the 2017-2018 school year, February 5, 2018 through June 12, 2018. Exceptions will be made for students who have siblings currently attending Dayton School District. The District will follow all interdistrict transfer legislative requirements. No limitations have been set for the release of students in grades Kindergarten through 12 through the interdistrict transfer process.

-It was moved by Debbie Kearns, seconded by Isaac Kearns, and carried (5-0) to approve the interdistrict transfer criteria for February 5, 2018 through June 12, 2018.

The meeting was adjourned by the Board Chair at 8:29 PM.

Respectfully submitted,



Reba Stoller, Chair
Dayton Board of Education



Candy Duer, Board Secretary
Dayton Board of Education