

REGULAR BOARD MEETING

Tuesday, November 14, 2017

The Board of Directors of Dayton School District No. 8 met for the regular monthly meeting on Tuesday, November 14, 2017, in the District Board Room.

CALL TO ORDER

Board Chair Reba Stoller called the Regular Board Meeting to order at 7:35 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
Raylinda Price

Administrators/Board Secretary

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

SPECIAL RECOGNITION

Superintendent Hay and Board Chair Stoller recognized Jimmy Reyes as National Champion for FFA – Diversified Horticulture Proficiency. Jimmy Reyes was unable to attend the meeting. A certificate will be given to him that reads, “In recognition of your achievement as an Oregon FFA Association National Champion. Thank you for your outstanding performance representing Dayton School District. Congratulations.”

PUBLIC COMMENT

There were no public comments.

AGENDA

There were no revisions to the agenda.

CONSENT AGENDA

MOTION

It was moved by Teresa Shelburne, seconded by Pam Horst, and carried unanimously to approve the consent agenda as follows:

- Approve Minutes of October 10, 2017, Regular Board Meeting.
- Accept Resignation:
 - Emily Umbenhower (Wegner), GS Instructional Assistant, effective October 13, 2017.
- Confirm Employment:
 - Kara Ecker, JH Instructional Assistant, additional 3.0 hours in SLC Room.
- Approval of Board Policies (first reading took place at October 10, 2017, Regular Board Meeting):
 - EFAA-AR, Reimbursable Meals and Milk Programs
 - IGBAC, Special Education – Personnel

- IGBAK, Special Education – Public Availability of State Application
- IIABB-AR, Procedure for Presentation of Feature Films to Students
- IKF, Graduation Requirements

REPORTS

Student Council

No student council report was given.

City Council

No city council report was given.

Superintendent

Superintendent Hay reported:

- Items in the Consent Agenda portion of the meeting are listed together and voted on as a group. Should a board member wish to discuss a consent agenda item, the item can be removed from the consent agenda by request of a single member and considered separately later in the meeting; the remainder of the items will be voted upon as a group. Board policy second readings and approvals will be included in the Consent Agenda.
- A highlight of Superintendent Hay's work continues to be classroom visits where he is viewing quality instruction and getting a sense for the strengths and potential next steps for improvement. An upcoming Collaboration Grant Meeting will take place on November 28 where discussion will take place about improving instructional coaching and evaluation. The District's first K-12 book study for certified and administrative staff began this week. Continuing plans for quality curriculum and the improvement of instructional practices are taking place. Improving instruction is the Superintendent's priority.
- Yamhill County superintendents agreed to meet together to update an Emergency Operations Plan (EOP). The goal will be an updated EOP that is aligned with other Yamhill districts.
- A District Facilities Advisory Committee (DFAC) will be formed during the January Board meeting. The committee will review the facilities assessment currently in progress to help with the long range planning process. Board members received a conceptual design drawing for future phases of the i3 Center.
- The Dayton Education Foundation received over \$29,000 in teacher grant requests; the Foundation was able to fund almost \$16,000 for the grants.
- Superintendent Hay will be using the 2016-2017 Financial Audit as an essential assessment of the District's overall fiscal health. Business Manager Jan Bunn was thanked for her hard work preparing for the audit. It is expected that the audit will be brought to the Board at the January Board Meeting. Feedback is expected on the need to strengthen internal controls for procurement and to place priority into the details of managing public funds for anyone who handles receipts and disbursements. The efficient allocation of secretarial services will be studied to assure adequate time for this process.
- Superintendent Hay attended an "Off the Record" Meeting with area superintendents, where the focus was on COSA gathering information for statewide work and advocacy, and planning a statewide vision moving forward. A report on the PERS reform and overall budget impact was discussed. In the 2018-2019 school year, rates will increase 6% - 7%, which will impact our District's budget in the amount of \$300,000 - \$400,000 in one year.
- Superintendent Hay reported on meetings and sessions he attended at the OSBA Convention. A highlight of the conference was the Friday keynote speaker, Army Veteran and Retired Colonel Consuelo Castillo Kickbusch. She spoke about equity, the importance of education, and building relationships with students. Two quotes from her presentation were shared with Board members:

1. "Difference is making room for something more."
 2. A quote from her father, "You are never free until you are educated."
- Junior High/High School Teachers Dave Fluke, Liz Warmbier and Benjamin Garrett were thanked for the tribute they organized for local veterans last week. Students had an opportunity to understand the cost of our democracy as well as how gratitude is practiced.

Financial Report

Board members received copies of Business Manager Jan Bunn's financial report. To date, 37.22% of the 2017-2018 budget revenue has been received, and 69.65% of budgeted expenditures have been made or encumbered. Student enrollment as of November 1, 2017, is 1003 students (Grade School 432; Junior High School 238; High School 333). (Record copy on file.)

Most of the audit work has been completed, and the finalization of numbers for 2016-2017 will take place soon. No substantial changes are anticipated. Board members received copies of the Dayton School District Internal Controls. (Record copy on file.) The audit process has shown that we need to strengthen the internal controls for student activity funds, including documentation and preapproval for expenditures. Board members were encouraged to contact Jan Bunn with any questions regarding the Internal Controls or the Audit.

Board members received copies of the 2017-2018 District Values and Tax Information from Yamhill County, along with a summary of Dayton School District's bond rates over ten years. The assessed value grew over 9%, and the combined bond rate is \$2.9532 per thousand, which is significantly lower than the combined \$4.66 estimated rate for the bond levies in 1999 and 2009.

Administrators

Grade School Principal Stephanie Ewing reported on events that took place at the Grade School: the implementation of a "grab and go" breakfast encouraging more students to participate in this free program; well attended parent-teacher conferences; and a "Muffins with Mom" breakfast. Upcoming events include Grandparents day this week where more than 700 lunches will be served; and Title 1 desk monitoring in January 2018. The district has contracted with Yamhill County Mental Health for a staff member to be on site four days a week. Leadership and PBIS (Positive Behavior Interventions and Supports) meetings continue. Principal Ewing has been selected to receive grant money for professional development through a rural schools network created for schools that received priority status in the past.

Junior High/High School Principal Jami Fluke reported that the Collaboration Grant committee has formed a K-12 teacher book study that will meet district-wide four times a year. A conceptual bubble drawing of additions to the i3 Center was created as a result of a design challenge with students and teachers. Notification of the approval of the CTE Revitalization grant was received. Funds of approximately \$418,000 will help with the i3 Center phase two building program, and add supplies and equipment to the current facility. COSA and several business groups will hold a conference in March 2018. The District is helping to plan the conference using School Retool. Additional highlights include: a student "Blog Squad" that encourages writing; an on-site AVID visit; the High School accreditation process; and the success of "second chance breakfasts" program at the Junior High and High School.

OSBA Annual Convention

Board member Raylinda Price reported on the OSBA Annual Convention seminars that she attended. The key note speaker, Consuelo Castillo Kickbusch, was the high point of the convention. The title of her speech was "Servant Leadership, a New Call to Duty". Ms. Price recommended that the

District consider contacting the speaker for a training that could be beneficial for staff members, parents and community members. Pam Horst reported on the Leadership Institute Workshop trainings that she attended during the OSBA Annual Convention, and on several excellent general workshops. She explained the leadership program and encouraged Board Members to become involved.

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 December 2017 Board meeting in which the policies/administrative regulations are recommended for a second reading and adoption.

- AC, Nondiscrimination; AC-AR, Discrimination Complaint Procedure: Language revision due to the State Board of Education revising and renumbering all OARs related to the local complaint procedure, and the appeal procedure to the Deputy Superintendent of Public Instruction for which the Deputy Superintendent has jurisdiction.
- GCDA/GDDA, Criminal Records Checks; GCDA/GDDA-AR, Criminal Records Checks/Fingerprinting: Language revisions regarding volunteers based upon OSBA recommendation to determine language which is in the best interest of the district.
- JFCG/JFCH/JFCI, Use of Tobacco Products, Alcohol, Drugs or Inhalant Delivery Systems**: Required revision due to Senate Bill 754 which raises the minimum age for selling to or distributing of tobacco products or inhalant delivery from 18 to 21 years of age. It prohibits the possession of tobacco products or inhalant delivery systems for persons under age 21 on district grounds, in a district facility or while at a district-sponsored activity. No changes are necessary to the administrative regulation related to this policy because it does not address minimum age.
- JHCC, Communicable Diseases – Students; -JHCC-AR, Communicable Diseases – Student (new AR): Language changes due to revision of the *Communicable Disease Guide* published by the Oregon Health Authority and Oregon Department of Education. Communicable Disease policy and separated administrative regulation have been revised to include one for students and one for staff. Student policy is required.
- JHCD/JHCDA, Medications**/*; -JHCD/JHCDA-AR, Medications**/*: Due to adopted revisions to OAR 581-021-0027, OSBA recommends that the Board repeal and replace JHCD, Nonprescription Medication and JHCDA, Prescription Medication with the new, required double-coded policy JHCD/JHCDA, Medications**/*, and review and adopt the recommended revisions to the required administrative regulation.

DISCUSSION

Schedule of Board Events

- Dayton City Council Meeting (first Monday @ 6:30 PM): December 4: Reba Stoller; January 2, 2018: Jason Hay; February 5: Teresa Shelburne; March 5: Debbie Kearns.
- Next Regular Board Meeting, Tuesday, December 12, 2017, 7:00 PM in the District Board Room.
- Holiday Staff Breakfast, Friday, December 15, 2017, 6:30 AM in the High School Commons.

BUSINESS

**Dayton School Board Operating Protocol
Superintendent Evaluation Process**

Motion

School Board members reviewed and discussed the Dayton School Board Operating Protocol draft dated November 14, 2017, and the OSBA Superintendent Evaluation Workbook during the work session which preceded the regular meeting.

-It was moved by Pam Horst, seconded by Isaac Kearns, and carried unanimously to approve the Dayton School Board Operating Protocol as revised in the Work Session; and to adopt the OSBA Superintendent Evaluation Workbook as Dayton School District's superintendent evaluation process. (Record copies on file.)

OSBA Legislative Policy Committee Representative

Motion

Candidate information for OSBA Legislative Policy Committee regional member Trina Comerford, Perrydale 21J, was included in the Board packet. Board Chair Stoller reviewed the information.

-It was moved by Raylinda Price, seconded by Debbie Kearns, and carried unanimously to support Trina Comerford for OSBA LPC Position 13. (Record copy of OSBA vote on file.)

OSBA Resolution (1)

Motion

The recommended OSBA Resolution (1) to Reorganize the Oregon School Boards Association as a Non-Profit Corporation and Adopt the Proposed 2017 Bylaws was included in the Board packet. Board Chair Stoller reviewed the resolution.

-It was moved by Raylinda Price, seconded by Pam Horst, and carried unanimously to support the OSBA Resolution (1) as recommended by the OSBA Board of Directors. (Record copy of OSBA vote on file.)

The meeting was adjourned by the Board Chair at 8:36 PM.

Respectfully submitted,



Reba Stoller, Chair
Dayton Board of Education



Candy Duer, Board Secretary
Dayton Board of Education