

# MINUTES

2.1

OF THE

## SCHOOL BOARD OF DISTRICT NO. 40, YAMHILL COUNTY McMINNVILLE, OREGON

The Board of Directors of McMinnville School District met in **Regular Session** on July 8, 2019, in the School District Office at 800 NE Lafayette Ave., McMinnville, Oregon. The meeting was called to order at 7:30 p.m. by Dr. Russell. Dr. Russell led the pledge of allegiance. Roll call indicated the following:

### BOARD MEMBERS PRESENT:

Mr. Larry Vollmer  
Mr. Carson Benner  
Dr. Paul Haddeland  
Dr. Tim Roberts  
Ms. Janis Braich  
Mr. Gerardo Partida

### BOARD MEMBERS ABSENT:

Mrs. Barbara Carter

### ADMINISTRATION:

Dr. Maryalice Russell, Superintendent  
Melanie Martinoff, Board Secretary

### AUDIENCE:

Starla Pointer, Susan Escure, Pete Keenan, Krista Scott, Janis Neuschanger, Kourtney Ferrua, Mike Franklin, Laurie Fry, Bob Clark.

Dr. Russell called the meeting to order because Chair Carter was not at the board meeting. The board and audience said the pledge of allegiance.

1.2. Janis Braich, Gerardo Partida, Paul Haddeland and Larry Vollmer took the oath of office and were re-elected to the board in May, 2019. They were sworn in.

1.3 Janis Braich nominated Larry Vollmer for the position of Chair person for the 2019-2020 school year. Carson Benner seconded it. **Motion passed unanimously** to appoint Larry Vollmer to be the Chair person for school board school year 2019-2020

1.4 Janis Braich nominated Carson Benner to be Vice Chair of the School board. Dr. Tim Roberts seconded the motion. **Motion Passed Unanimously** to move that Carson Benner be the Vice Chair this year 2019-2020.

### Introductions and Communications

There were no introductions or communications.

Review of Agenda

Dr. Russell added 2.4 Superintendent contract under the Consent Agenda section.

Consent Agenda

**On motion by** Dr. Paul Haddeland, **seconded by** Janis Braich the Consent Agenda was unanimously approved for 2.1, 2.2, 2.4.

**On Motion by** Dr. Paul Haddeland, **seconded by** Janis Braich, **the motion was approved by all except Carson Benner** who recused himself from 2.3, because he has a conflict of interest.

The Board accepted, with gratitude, gifts to the District: a check for \$1,000 towards the Haddeland Family Charitable Fund for Scholarships for MHS students, a check for \$500 from Tahgrid Elmeligui for the Computer Science Pathway Scholarship, an anonymous check for \$300 towards a positive incentive system at Memorial Elementary School, a full drumset and a clarinet valued at \$500 to be used in music ensembles at MHS, a stem grant check for \$2,000 to be used for STEM at MHS, 2 sheets cakes to be used for Duniway's 8<sup>th</sup> grade promotion from Roth's Fresh Markets, a donation of food valued at \$213.83 to be used by Wascher's Food Pantry, a check for \$500 from the the Haddeland Family Charitable Fund for use by MHS students for the Culinary Arts and Catering Program.

Minutes of the June 10, 2019 Business Meeting and June 24, 2019 Work Session were approved.

Personnel actions were approved. Licensed Resignation: Teresa Keeling and Janie Jenkins-Cuddy. Licensed Retirement: Joileen Latham. Licensed New Hire: Andrea Corona, Natalee May, Kathryn Nelson-Davis, Francis Regan, Sarah DeLong, Madison Vicknair, Rachel Fraley-Brinker, Monica Cowan, Amanda Hiland, Katie McCraw, Arlo Powell, Georgine Benner and Rebecca Belknap. Classified Retirement: Lee McClure. Licensed Termination: Elliott Ashimine. Licensed Resignation: Brian Barnes and Christine Butler.

The Superintendent contract for the school year 2019-2020 was approved by the board.

The Board heard Monthly Reports.

Superintendent's Report: Dr. Russell spoke about the great progress on the stadium and gym at the high school.

Pete Keenan presented the Facilities and Operations Report. Construction at the high school is going well and quickly. They are marking all the construction areas as they are completed. The punch lists are being done. The gymnasium will be available on August 20<sup>th</sup>. The solar panels are all in. The Stadium structure paint is finished and it looks fantastic and the stair treads are going in soon. The other large projects are the baseball field – the new turf begins going in on July 15<sup>th</sup>. The batting cage is nearly done. Maintenance, grounds and custodians are busy cleaning schools, performing maintenance and cleaning the grounds.

There was no Unfinished Business

Under New Business

Susan Escure presented the annual administrative resolution / District Organizational procedures for approval.

Dr. Russell reviewed the board meeting dates for the 2019-2020 fiscal year.

The Board approved the annual District Organizational Procedures included in the following resolution and meeting dates for 2019-2020:

## **RESOLUTION NO. 01-1920**

### **DISTRICT ORGANIZATIONAL PROCEDURES**

BE IT RESOLVED to approve the annual District Organizational Procedures:

#### **DESIGNATION OF CHIEF ADMINISTRATIVE OFFICER**

RESOLVED that the Board designate Maryalice Russell as School District #40's Chief Administrative Officer and Custodian of Funds and appoint Maryalice Russell as School District #40's Clerk and Susan Escure and William Leet as Deputy Clerks and authorize the purchase of crime coverage in the amount of \$1,000,000.

#### **DESIGNATION OF BUDGET OFFICER**

RESOLVED that the Board designate Maryalice Russell as Budget Officer of School District #40 for the 2019-2020 fiscal year.

#### **AUTHORIZATION OF LOCAL AGENCY REPRESENTATIVE FOR FEDERAL PROJECTS AND OTHER FUNDING**

RESOLVED that the Board appoint Maryalice Russell as the Local Agency Representative and be directed to execute and file applications for and in behalf of School District #40, and otherwise act as authorized representative of the School District in all activities related to P.L. 89-10 Chapter I of Section 201 and all other federal, state and privately funded projects, proposals, and grants.

#### **DESIGNATION OF SCHOOL DISTRICT ATTORNEY**

RESOLVED that the Board appoint the legal firms of Eileen Eakins LLC and The Hungerford Law Firm; as School District #40's attorneys of record.

#### **DESIGNATION OF SCHOOL DISTRICT AUDITOR**

RESOLVED that the Board appoint Wilcox, Arredondo and Company Auditing Firm as School District #40's auditor for the fiscal year 2019-2020.

#### **DESIGNATION OF INSURANCE AGENT OF RECORD**

RESOLVED that the Board designates Brown and Brown Northwest Insurance as Insurance Agent of Record.

#### **AUTHORIZE VOLUNTARY STUDENT ACCIDENT INSURANCE**

BE IT RESOLVED that the Ace American Insurance Company plan through Myers-Stevens & Toohey & Co. be the authorized carrier for self-paid voluntary student accident insurance for 2019-2020.

**DESIGNATION OF NEWSPAPER FOR PUBLICATIONS**

RESOLVED that the Board designate the News-Register as the news source for publishing legal notices for School District #40.

**DESIGNATION OF DEPOSITORY OF FUNDS**

RESOLVED that the Board designates US Bank, Zions Bank and the Oregon State Treasury Local Government Investment Pool as district depositories for the 2019-2020 school year.

**AUTHORIZATION FOR INTRA-FUND LOANS**

RESOLVED to authorize the lending of General Fund monies to federal state and other grant funded programs pending receipt of funds.

**AUTHORIZATION TO PAY BILLS**

RESOLVED that the Board authorize the Clerk and Deputy Clerks to pay bills of the District when due and the payroll as per the 2019-2020 budget.

**AUTHORIZATION OF SIGNATURES**

BE IT RESOLVED that the Board authorizes the Clerk and Director of Finance to approve purchase orders, sign all contracts including operating leases for equipment purchases. Furthermore, the Board authorizes the Clerk, the Director of Human Resources and the Superintendent's Administrative Assistant/Office Manager to sign checks and authorizes the use of facsimile signatures. Checks over \$10,000 shall require two signatures.

**ESTABLISHMENT OF BOARD MEETING DATES**

RESOLVED that the Board establish and hold the regular Board meetings in the Board Room of the District Administrative Building unless otherwise determined on the second Monday of each month at 7:30 p.m. Unless otherwise determined a work session of the Board will be held on the 4<sup>th</sup> Monday of each month at 7:30 p.m. (Calendar attached)

**RESOLUTION AUTHORIZING PURCHASE OF SURPLUS PROPERTY**

RESOLVED that the Manager of Facilities and Operations, Peter Keenan and John Friedrich, Supervisor of Buildings and Grounds, are authorized as representatives to acquire federal surplus property from the Oregon State Agency for Surplus Property.

**RESOLUTION ESTABLISHING LOCAL PUBLIC CONTRACT REVIEW**

**BOARD** RESOLVED that the McMinnville School District Board of Directors will act as its own Local Public Contract Review Board and follow all rules established by the State as provided by ORS 279A.060.

**RESOLUTION REVIEWING RESERVE FUNDS** RESOLVED that the McMinnville School District Board of Directors reviewed the Asset Reserve Fund, the Insurance Reserve Fund and the Textbook and Technology Reserve Fund and reaffirms the continuation of these funds.

**RESOLUTION AUTHORIZING PARTICIPATION IN FARM SERVICES AGENCY PROGRAMS**

RESOLVED that the Board designate Maryalice Russell and/or Susan Escure to execute and file necessary forms for participation in the Farm Services Agency Programs.

**By Motion of** Carson Benner **and Seconded by** Janis Braich **the Motion Passed Unanimously** to approve Resolution #01-1920.

Susan Escure presented to the board the Substitute Rates for the school year 2019-2020.

**On Motion By** Dr. Paul Haddeland **And Seconded by** Janis Braich **the Motion Passed Unanimously** to adopt the above mentioned Substitute Rates for school year 2019-2020.

The board re-appointed Larry Strober to the Budget Committee.

**On Motion By** Dr. Paul Haddeland **And Seconded by** Dr. Tim Roberts **the Motion Passed Unanimously** to appoint Larry Strober to the budget committee for the school year 2019-2020.

The board interviewed Bob Clark, Krista Scott and Janice Neuschwanger for the position of Budget Committee Member.

The board tabled item 4.4 to return to a future board meeting for a vote for the two open budget committee positions, so they can do further reflection.

The board reviewed and discussed McMinnville School District's Emergency Operation Plan.

**On Motion By** Janis Braich **And Seconded by** Dr. Tim Roberts **the Motion Passed Unanimously** to adopt the above mentioned Emergency Operation Plan.

The board discussed the Healthy and Safe Schools plan. In 2017 the State of Oregon passed bill 262 for school districts to do certain testing. In 2019, the State of Oregon added other testing and an annual statement that shows that school districts are continuing to comply with the Healthy and Safe Schools plan. McMinnville School District is doing that. The board reviewed this and this will be an annual review and vote in future.

**On Motion By** Carson Benner **And Seconded by** Dr. Paul Haddeland **the Motion Passed Unanimously** to adopt the above mentioned Healthy and Safe Schools plan.

The board reviewed the School Improvement Plan for 2019-2020.

The School Improvement plan for school year 2019-2020 will return for the August board meeting to vote on for adoption.

The Board invited *public comment*:

Ben and Savannah Much of 505 NE 17<sup>th</sup> St., spoke about boundary changes. They wanted to understand why their home was affected by the boundary change. They live on the corner of Evans and 17<sup>th</sup> right near high school. The new boundary moves them to

Grandhaven. They have already registered at Memorial. Dr. Russell said that district staff would set up a meeting with them to discuss their concern.

Directors Comments

Dr. Haddeland said that the EOP is a remarkable document. He is proud of the school district for putting this together.

The July 22<sup>rd</sup> work session has been canceled.

The meeting was adjourned at 8:35 p.m.

Attest:

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Board Chair

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Superintendent