

Meeting Packet

REGULAR SESSION

7/9/2024

07:00 PM



PHILOMATH SCHOOL DISTRICT 17J

REGULAR SESSION

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

7/9/2024 07:00 PM

A. EXECUTIVE SESSION ~ 5:30 p.m.

The Board will meet in Executive Session per ORS 192.660(2)(b) to consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting; and per ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations; and per ORS 192.660(2)(f) to consider records exempt by law from public inspection.

B. REGULAR SESSION ~ 7:00 p.m.

1. Call to Order: Chairperson

i. Pledge of Allegiance

ii. Approval of Consent Agenda

[Consent Agenda \(p. 4\)](#)

[Minutes from the June 20, 2024 Meeting \(p. 5\)](#)

iii. Request for Agenda Modifications

2. Election of Board Officers

- Chair
- Vice Chair

3. Public Comment

4. Complaint Hearing Decision

5. Designation of Roles

6. Confirm Board Meeting Schedule for 2024-2025

7. Set Board Retreat Date (Sept. or Oct.)

8. In-Service Barbecue

C. STRATEGY AND DISCUSSION ~

1. Superintendent's Report
2. Cell Phones in Schools
3. Student Body Fee at Elementary Level

D. MEETING CLOSURE ~

1. Next Meeting Agenda Items
2. Board Thanks
3. Board Requests
4. Adjournment

E. IMPORTANT DATES

Aug 9	International Day of the World's Indigenous Peoples
Aug 26	Women's Equality Day
Aug 22	Regular Board Meeting

CONSENT AGENDA

July 9, 2024

Updated: 7/3/24 2:16 PM

A. Minutes:

- 1. Regular Session and Budget Hearing – June 20, 2024

B. Annual Designations:

- 1. Designate Chief Administrative Office – Susan Halliday
2. Designate Deputy Clerk/Business Manager – Jennifer Griffith
3. Designate Custodian of Funds – Susan Halliday
4. Designate Budget Officer – Jennifer Griffith
5. Designate Signatories of District Checks (1 of 3 signatures required) – Susan Halliday, Jennifer Griffith and Board Chair
6. Designate Auditor – Accuity, LLC
7. Designate Insurance Agent of Record – Zolezzi Insurance
8. Designate District Legal Counsel – Garrett, Hemann, Robertson
9. Designate Depositories for School Funds – Citizens Bank, Wells Fargo, Local Government Investment Pool
10. Designate Supervisory Employees – Joey DiGiovannangelo, Mark Neville, Scott Harper, Jennifer Griffith
11. Designate Confidential Employees – Michele McRae, Dawnelle Davis, Megan Caputo, Mary Ackermann, Heather Stueve, Tina Hoch and Laura Bryant
12. Designate Paper of Record – Philomath News
13. Authorize Superintendent to Apply for Grant Funds

C. Out of State Travel:

- 1. San Antonio, Texas, 2024 ACTE CareerTech Vision Conference: 12/4/2024 – 12/7/2024
i. Shelly Brown
ii. Donna Carter
iii. Dee Dee Collins
iv. Nicole Stueve

D. Personnel/Staffing Adjustments:

1. Retirements:

- i. None at this time

2. Resignations:

- i. PHS Softball Coach Travis King
ii. PHS Asst. Volleyball Brittani Bebeiz
iii. PHS Boys Tennis Gary Quandt

3. New Hires:

- i. Athletics Admin Asst Ashley Toombs
ii. Temp Library/Media Jolene Latz
iii. PE Teacher – PMS & PHS Ryan Witt

4. Staff Reassignments/Changes in FTE:

- i. Temp move to PMS, LA Teacher Maria Gutoski

5. Coaches:

- i. PHS Head Volleyball Coach Whitney Rasmussen
ii. PHS Asst. Dance Coach Shannon Rice
iii. PMS Cross Country Coach Sarah Peterson
iv. PHS Asst. Volleyball Coach Rose Buckner

6. Extra Duty Assignments:

None at this time

REGULAR SESSION

Meeting Minutes

PHILOMATH SCHOOL DISTRICT 17J

District Office

1620 Applegate Street, Philomath

6/20/2024 07:00 PM

A. EXECUTIVE SESSION

The Board convened into Executive Session at 6:00 pm Per ORS 192.660(2)(f) to consider records exempt by law from public inspection; and Per ORS 192.660(2)(a) to consider the employment of a public officer, employee, staff member or individual agent.

B. REGULAR SESSION

1. **Call to Order:** The Regular Session and Budget Hearing of the Philomath School District Board of Directors was called to order by Board Chair Rick Wells on June 20, 2024 at 7:01 pm at the Philomath School District Boardroom at 1620 Applegate Street. Those in attendance included Philomath School District Board of Directors Rick Wells, Joe Dealy and Erin Gudge (via Zoom); Superintendent, Susan Halliday; Business Manager, Jennifer Griffith; Executive Assistant, Michele McRae. Absent: Ryan Cheeke.
 - i. **Pledge of Allegiance:** Director Dealy led us in the Pledge of Allegiance.
 - ii. **Approval of Consent Agenda:** Director Hering moved to approve the Consent Agenda as presented. Director Dealy seconded the motion. The Consent Agenda was approved unanimously with the spelling of a name correction in the minutes. Motion passes 4-0.
 - iii. **Request for Agenda Modifications:** Item D5: Inter-District Transfer Slots was added to the agenda.
2. **Student Government Report:** No report.
3. **Public Comment:** No Public Comments.
4. **Close Regular Session:** Director Wells closed the Regular Session at 7:05 pm.
5. **Open 2024-2025 Budget Hearing for Discussion:** Director Wells opened the Budget Hearing at 7:05 pm.
 - i. Business Manager and Superintendent: Business Manager Jennifer Griffith reported that she did not receive any requests to make changes in the 2024-2025 proposed budget, so she recommended that it be adopted as presented.

- ii. Board Discussion: There was no Board discussion.
 - iii. Public Comment: There were no public comments.
6. **Close the Budget Hearing:** The Budget Hearing was closed at 7:05 pm.
 7. **Re-Open Regular Session:** Regular Session was re-opened at 7:06 pm.
 8. **2024-2025 Budget Actions**
 - i. Resolution #2324-07: A Resolution Adopting the Budget and Making Appropriations: Director Dealy moved to approve Resolution #2324-07 as presented. Director Hering seconded the motion, and the Board approved it unanimously. Motion passes 4-0.
 - ii. Resolution #2324-08: A Resolution Imposing the Tax and Categorizing the Tax: Director Dealy moved to approve Resolution #2324-08 as presented. Director Hering seconded the motion, and the Board approved it unanimously. Motion passes 4-0.

C. REPORTS

1. Association Reports

- i. **PEA:** PEA Co-President, Nicole Stueve, said that she wanted to publicly thank David Dunham for his service this last year. She said that she doesn't know anyone who works harder for students than David. She summarized the year. She said that there were a few rough areas this year, but overall it was a good year. She said that she knows that the teachers sent the Board some concerns about safety and she hopes that they consider that.
- ii. **OSEA:** No report.

2. Superintendent's Report:

- i. Superintendent Halliday reported that all of the graduations were successful. Between Philomath High School, Philomath Academy, and King's Valley Charter School, there were a total of 128 graduates plus several GED earners.
- ii. HS credit recovery is meeting in the summer. At the end of July, third graders will meet for Literature Camp.
- iii. The new Student Services director is off and running. She is from Monroe SD and is excited to be here. All of the special educators in the District met on May 17th. They are all very committed to students.
- iv. The Summer Food Program will be overseen by the Corvallis SD, and they will still be providing food for the upcoming year. Scott Harper, Food Services Director, will be applying for free lunch for all students at PSD for 2024-2025.
- v. LBLES is sponsoring a Grow Your Own program that would support current employees who want to become teachers.

3. Financial Report:

- i. Business Manager Jennifer Griffith thanked the Board for adopting the budget. She said that there is an additional resolution in the packet for adoption to appropriate unanticipated funding.
- ii. The District's auditors will be working in the District tomorrow.
- iii. Enrollment is up 80 students from a year ago. Director Wells asked if the District has already received the money for the additional students. Jennifer said that the April

and May payments reflect the additional students, and next Spring, there will be another reconciliation, and the District may receive more money at that time.

- iv. Grant funding for Transition Services allowed the District to purchase a van for that program. They were previously sharing a car with driver's education.
- v. Director Gudge asked where the fundraised turf money is being held in the budget. Jennifer said that it is being held in the 400 accounts, and the Philomath Baseball Association is holding some of the money. It is not being held in ASB accounts.

D. STRATEGY AND DISCUSSION

1. **July and August Board Meeting Schedules:** The July Board meeting will take place on July 9th with an executive session at 5:30 pm. The August Board meeting will take place on August 22nd with a 6:00 pm executive session, if needed.
2. **Board Self-Evaluation:** Superintendent Halliday asked the Board when they would like to have their Board Self-Evaluation. The Board agreed that if they don't need an executive session in August, they could use that time or at a separate work session.
3. **OSEA Negotiations:** Superintendent Halliday reported that the OSEA Agreement has been settled, however, the signature page just needs to be signed by all parties.

E. DISCUSSION & ACTION ITEMS

1. **Discussion from Executive Session:** Director Dealy moved to accept the public complaint and to delegate the authority to respond to the complainant to the Board Chair. The motion was seconded by Director Hering, and it was unanimously approved by the Board. Motion passes 4-0. The Board Chair will reach out to complainant and the respondent.
2. **Second Reading Policies:** Director Wells would like to see the word "should" in policy BBF to be changed to "will". The consensus of the Board was to change "should" to "shall" in policy BBF. Director Dealy moved to adopt the policies as listed in Board packet with the one change as mentioned. Director Hering seconded the motion, and the Board unanimously approved it. Motion passes 4-0.

i. Second Reading Policies:

- BBF
- BCBA
- BCBA-AR
- CB
- EBC
- EBCB
- IGBAF
- IGBAF-AR
- IGBAG
- JBAA
- JBAA-AR
- JEA
- JEA-AR

- JGAB
- JGAB-AR
- JHFE/GBNAB
- JHFE/GBNAB-AR(1)
- JHFE/GBNAB-AR(2)

3. **Policies to Delete:** Director Dealy moved to delete the previous policies as listed. The motion was seconded by Director Gudge. It was unanimously approved by the Board. Motion passes 4-0.

- DJCA
- DJCA-AR
- EBBA
- EBBA-AR
- EBC/EBCA
- GBEBBA
- JHC
- JHCC
- JHCC-AR
- JHCCA
- JHCCF
- JHCCF-AR

4. **Resolution #2324-06: Approve Unanticipated Funding for Fiscal Year**

2023-2024: Director Dealy moved to approve the resolution as presented in the Board packet. Director Gudge seconded the motion. The Board unanimously approved it. Motion passes 4-0.

5. **Inter-District Transfer Slots:** The building administrator for Clemens Primary School requested that five inter-district transfer slots be opened for kindergarten students for the 2024-2025 school year. Director Gudge moved to approve the additional five slots for inter-district transfer students for kindergartners for the 2024-2025 school year. Director Dealy seconded the motion. The Board unanimously approved the motion. Motion passes 4-0.

F. MEETING CLOSURE

1. **Next Meeting Agenda:** Election of officers, work session for September or October, the annual designations in the consent agenda.
2. **Board Thanks:** Director Dealy reported that the graduation ceremonies were wonderful and very well planned out. He said that the speeches were great and the weather was wonderful. Director Hering attended the field day at the HS, and she said the students had a lot of fun, and they were very engaged in the activities. She also attended the Clemens Primary School Field Day and she said the students had a lot of fun. Director Gudge thanked everyone who worked to make the graduations a success. She thanked Brad Fuqua from the Philomath News for capturing pictures. She thanked everyone for closing out the school year. Superintendent Halliday thanked Raegan McKinney for her service as student

representative on the Board and for her student reports and updates through the year.
Director Wells thanked everyone who worked on graduation this year.

3. **Board Requests:** Director Gudge would like to have the back to school staff barbecue again this year.
4. **Adjournment:** Board Chair Rick Wells adjourned the meeting at 7:46 pm.

Board Chair

Superintendent

Date