

FALLS CITY SCHOOL DISTRICT #57
REGULAR BOARD MEETING

August 19, 2021

Art Houghtaling, Superintendent

503-787-3521

The Falls City School Board will meet Thursday, August 19, 2021 at 5:30 pm in person and virtually on Zoom. The public is welcome to attend the open portion of any meeting as posted. A link to the Zoom meeting is available on the district website at fallscityschools.org.

REGULAR BOARD MEETING - OPEN TO THE PUBLIC

Chairman Davis opened at 5:35 pm
Went into executive session at 5:36 pm

EXECUTIVE SESSION BOARD MEETING - CLOSED TO THE PUBLIC

(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."*

Discussion

Vice Chairman Davis closed executive session at 6:25 pm

Break

OPEN SESSION – 6:35

Board Members in attendance:

Bret Davis, Chairman

Jami Kidd, Vice Chairman

Bob Young, Director

Shanda Yother, Director

Dana Schowalter, Director

Staff Members in Attendance:

Art Houghtaling, Superintendent

Donna Creekmore, Admin Assistant

Amy Houghtaling, FACES Director

John Gilbert, Facilities Manager

Dennis Sickles, Athletic Director

Kaylee Harrison, 1st Grade Teacher

Lynn Bailey, HS Teacher

Bryan Walton, Behavior Specialist

Bethany Cornutt, Pre-K, EA

Audience Members in attendance:

Steve Kelley, OSBA Director of Board Development & Executive Searches

TJ Bailey, City of Falls City Mayor

FLAG SALUTE

ADDITIONS OR AMENDMENTS TO AGENDA

1. Move item 16 and 17 under Info and Discussion to before Board Reports in an effort to honor Steve Kelley's time.
2. John Gilbert would like time at the end to speak.

ORS 332.040: ELECT A CHAIRPERSON AND VICE CHAIRPERSON

Moved by: Director Kidd to elect Vice Chairman Bret Davis to be chair for fiscal year 2021-22

Seconded by: Director Shanda Yother. Vote: All Ayes, motion passed unanimously.

Moved by: Director Shanda Yother to elect Director Jami Kidd to be vice chair for fiscal year 2021-22

Seconded by: Dana Schowalter. Vote: All Ayes, motion passed unanimously.

RECOGNITION OF, AND COMMENTS FROM, AUDIENCE MEMBERS/CITIZENS

INFORMATION & DISCUSSION ONLY

16. Qualities and Qualifications (Q&Q) – So far, only staff have responded to the survey. We can reopen it to make sure we capture more community input. We are looking to have 10-15 people serve on the screening committee. With representatives from both the staff and the community itself. The Board Chairman can appoint sub committees. The screening committee gives feedback to the board. Does not take action. They will be asked their thoughts on the strengths and concerns of each applicant, with the possibility of additional questions. Discussed Superintendent Houghthaling's role in this process. Whether or not he was included in the deliberation portion would depend on the board. Discussed wordsmithing an explanation to the public as to why we are in the process of hiring a new Superintendent. Will work on that during Good of the Order. Adjusted the Screening Committee Application due date to leave it open for more applicants. Will need to have done by September 3rd 2021. All applicants must have an email address, or will not be considered.

17. Discuss Potential Salary Range for the Superintendent Position – Salary will be prorated for this year. Keep in mind, most applicants won't accept a position making less than what the current interim Superintendent is making. Steve Kelley recommended \$110 – 115, 000 a year. Vice Chair Kidd recommended \$100-110,000 a year. Mr. Kelley informed the board that you can exceed the top dollar amount if you find the right candidate. Chairman Davis recommended \$95-110,000 a year, director Yother concurred and it was agreed on by all. Mr. Kelley reminded the board that there were other incentives, including a small district with low student numbers and three full time administrators. He will have the survey links opened and resent on Monday. Will also be sending the first round of survey responses to the board tomorrow.

REPORTS

Business Manager – See Report. The audit will be completed earlier than expected. The General Fund balance could be more than originally anticipated. Payroll figures will look big while we are getting stuff in and funds encumbered.

Superintendent/Principal – We received an extension on the ESSR III plans, it has been extended into October. We received a bid for the HVAC system for the Elementary Enclosed Play Structure, the board will have to give approval, along with approval for the flooring and ADA Ramp bids. Enclosed you will find a letter from the Governor as well as a letter from the OSBA. OSBA specifically is informing districts of the loss in their liability

insurance if masks are not worn. Reminder to communicate to those concerned parties that the mask mandate is out of our control. Additional guidance concerning the required vaccination of all K-12 Staff and Volunteers by October 18, 2021 or 6 weeks after FDA Approval, unless a medical or religious exemption is granted. This new mandate may affect staff turn-over. Alea Littlton, Corrine Symolon, and Art Houghtaling, met to go over the Culture of Care activities to reengage with staff and students.

High School Principal – No Report.

Facilities Manager – The enclosed play structure made the front page of the OSFMA News, with a story included in the publication. Polk County Permit for the ADA Ramp is here. The library room is in the process of returning to a kitchen. High School Gym has been recoated. Salem Sign is on track to deliver and install the The Dunaway Building sign on Friday before the ceremony. Continuing to work on the Pre-K Modular, need a few more pieces of information to move forward. Will have the RFP for the floor by Friday. We are in a good place with our Covid-19 precautionary measures.

Athletic Director – We will have fall sports this year. There is an all-mask requirement, except for the players. Ball washing will not be policed in the same way it was last year. Bitty Ball seeds High School sports. A Youth Athletic Advisory Committee is another suggestion. TJ Bailey has committed to Bitty Ball and Track in an effort to ensure those options are available.

FACES – YMCA wants to partner with us. Possibly as early as Fall of 2022, with options for Football, Basketball, and Soccer. A Falls City team could play other YMCA teams on Saturdays with transportation. FACES will be starting the 3rd week after school does, we are looking forward to reinstating Field Trips.

SEL – No Report.

Teachers – Awesome 9th Bridge Camp, Camp 1922.

INFORMATION & DISCUSSION ONLY

1. Strategic Goals & Financial Brainstorm – Work on setting a date for a work session to revise and update goals.
2. Policies (1st Reading) – GCBDD/GDBDD, highlighted are additions, strikeouts are verbiage that has been recommended to be removed. Policy updates are attached with recommendations noted.
3. Organizational Resolutions 2021/22 – 001 – Review. Normal beginning of year resolutions.
4. Staff's First Day Back – Staff's first day back will be August 30, 2021. We will be heading up to Camp Tapawengo on August 31, 2021, for team building activities, the board is welcome to join us.
5. 2021-22 Classified Handbook – Changes include adjusted sick time and holidays. As well as adjusted Step Salaries slightly.
6. Updated sick leave to match what is in the Classified Handbook, Policy GCBDD/GDBDD – Already discussed.
7. Approve Licensed Staff – Tanner Simmons for MS/Science and Kimberly Ocupe for 3rd grade. Both had great interviews and were our first choices for both positions.
8. Approve Adjusted District Calendar – Presidents Day needed to be adjusted.
9. Review Superintendent Search Calendar – So reviewed.
10. Building Name Change Update – We are hoping the new sidewalk is completed in time for this event. Call Larry Sickles to inquire about expectations regarding refreshments. Will the event be

published in the media, Itemizer Observer or Statesman Journal? Will have pop up canopies and chairs available. Firetrucks will block the road, Art Houghtaling already called to city for approval, found out we needed event insurance and had the business manager look into that. Will make sure it is posted on both the ES and HS reader boards.

11. Authority to award the contract for the enclosed play structure flooring – Discussed flooring RFQ of \$150,000.
12. Awarding the HVAC proposal to Mike’s Heating – Mike’s Heating was the only bid received.
13. Awarding bid to D & K Installation LLC for the sidewalk in front of the elementary school – Discussed not using isomelt on the new sidewalk.
14. Awarding bid to EZ Systems PDX for the Handicap Ramp at the Elementary School – Only received the one bid. The kindergarten ramp will be completed first, then demo will begin on the science room ramp, and then replacement. Cost per each ramp is \$13,000.
15. Communicable Disease Plan – Adjusted to cover all the necessary items. Nice having everything in one place. Would like to send a copy to each family.
18. Reminder that employees need to be invited to an evaluation format and offered the option to have it in executive session. Discussed the classified handbooks wording. The use of the word “separation” may have negative connotations. Discussed the number of vacation time an employee is able to cash out at the end of their employment. Agreed to brainstorm ways to make it more transparent in the future.

ACTION ITEMS

1. Approve Consent Agenda

- **July 28, 2021 Regular Board Meeting Minutes**
- **July 2021 Disbursements**
 - **Accounts Payable: Check numbers 5860 - 5867, in the amount of \$7,140.24**
 - **Payroll Expenses: Checks and direct deposits in the amount of \$275,397.17**

Motion made by Director Yother. Seconded by Director Schowalter.

Vote: All ayes. Director Young absent.

2. Approve Organizational Resolution 2021/22 – 001

- Appointment of Budget Officer
- Appointment FCSD Service Officers
- Appointment Agent of Record, Property and Liability Insurance
- Appointment Agent of Record, Workers' Compensation Insurance
- Appointment Agent of Record, Employee Benefits
- Selection of Investment Depositories
- Authorization to Sign Contracts
- Appointment of Auditor
- Appointment of Legal Counsel
- Determine amounts of Blanket Crime Coverage
- Selection of Official Newspaper
- Appointment of Elections Officer

Motion made by Director Yother. Seconded by Director Schowalter.

Vote: All ayes. Chairman Young absent.

3. Approve Licensed Staff; Kimberly Ocupe, 3rd grade & Tanner Simmons, MS/Science

Motion made by Director Schowalter. Seconded by Director Yother.

Vote: All ayes. Chairman Young absent.

Discussion: Please thank the hiring committee.

4. Authority to Award the Flooring Contract for the Enclosed Play Structure, Not to Exceed \$150,000

Motion made by Vice Chair Kidd. Seconded by Director Schowalter.

Vote: All ayes. Chairman Young absent.

5. Award HVAC Contract for the Enclosed Play Structure to Mike's Heating & Air, in the amount of \$79,000

Motion made by Director Yother. Seconded by Director Schowalter.

Vote: All ayes. Chairman Young absent.

6. Authority to Award Elementary School Sidewalk Contract to D&K Installation LLC, in the amount of \$14,850

Motion made by Director Schowalter. Seconded by Vice Chair Kidd.

Vote: All ayes. Chairman Young absent.

7. Authority to Award Elementary School Handicap Ramps Contract to EZ Systems PDX, in the amount of \$13,308.95

Motion made by Vice Chair Kidd. Seconded by Director Schowalter

Vote: All ayes. Chairman Young absent.

8. Approve Qualities & Qualifications as Ammended

Motion made by Vice Chair Kidd. Seconded by Director Schowalter.

Vote: All ayes. Chairman Young absent.

Good of the Order

Board Secretary Creekmore asked about updating the check signers' signature with the new Chairman's. Instructed to contact Jennifer Handy.

Word smithed the public announcement to be included with the survey link and application for Superintendent Search Committee.

ANNOUNCEMENTS:

Next Board Meeting: Thursday, September 16, 2021

VICE CHAIRMAN DAVIS CLOSED MEETING AT 9:58 PM



9/16/21