



255 NE 6th St., Estacada, OR 97023
(503) 630-6871

BOARD OF DIRECTORS' MEETING

January 13, 2016 – Clackamas River Elementary Library

AGENDA

4:45 p.m. A. Executive Session pursuant to ORS 192.660 (2)(i) “[t]o review and evaluate the job performance of the chief executive officer, to be held at Clackamas River Elementary School, 301 NE 2nd Avenue, Estacada, OR 97023.

5:30 p.m. Board Workshop - Facilities Master Plan

6:15 p.m. Board Workshop - Calendar discussion for school years 2016/17 and 2017/18

6:50 p.m. Break

7:00 p.m. B. General Session Call to Order/Roll Call/Pledge of Allegiance

C. Reports/Presentations

1. School Board Recognition Month – Proclamation read by Superintendent Marla Stephenson
2. Student Body Report - Estacada High School Spanish Honors Society
3. Auditor’s Report – Jeromy Gingerich of Wilcox Arredondo & Co., Management Discussion and Analysis, Donna Cancio
4. Fall Athletic Report - Trevor Syring
5. PTA /Boosters Updates

D. Review & Discussion

- Interview Zone 1 Board Candidate

E. Hearing of Citizens (Action Items Only)

F. ACTION ITEMS

1. Consent Agenda

- Approval of December 9, 2015 School Board Meeting Minutes
- Approval of Personnel Actions as presented in “Staff Reports”
- Approval of Resolutions to Hire Licensed Personnel

- **First Reading of Policies:**

CB - Superintendent
 CBA - Qualifications and Duties of the Superintendent
 CBC - Superintendent's Contract
 CBC-AR Superintendent's Contract - D
 CBG - Evaluation of the Superintendent
 CC - Administrative Organization - D
 CCB - Line and Staff Relations
 CCD - Contracts - Administrative
 CCG - Licensed Evaluation - Administrators
 CCG-AR - Administrative Standards
 CE - Administrative Councils, Cabinets and Committees - D
 CH - Policy Implementation
 CJ - Administrative Intern Program - D
 CPA - Layoff/Recall - Administrative Personnel
 CPA-AR - Layoff/Recall - Administrative Personnel
 DB - District Budget
 DBC - Budget Calendar
 DBEA - Budget Committee
 DBH - Budget Adoption Procedures
 DBI - Budget Amendment Procedures
 DBK - Budget Transfer Authority
 DBK-AR - Budget Transfer Authority
 DFA - Investment of Funds
 DFEA - Admissions to District Events
 DGA - Authorized Signatures
 DH - Bonded Employees and Officers
 DIBA - Insurance Reserve Fund
 DIC - Financial Reports and Statements
 DID - Property Inventories
 DIE - Audits
 DJ - District Purchasing
 DJ-AR - Expenditure of District Funds for Meals, Refreshments and Gifts
 DJB - Petty Cash Accounts
 DJC - Bidding Requirements
 DJC-AR - Public Contracting Supplemental Rules and Procedures
 DK - Payment Procedures
 DLC - Expense Reimbursements
 DLC-AR Expense Reimbursement
 DN - Disposal of District Property
 DN-AR - Disposal of District Property

2. Acceptance of the Annual District Audit
3. Appointment of Candidate for Zone 1 School Board Member
4. Approval of the Facilities Master Plan
5. Approval to form a Capitol Improvement Planning Committee

- G. Superintendent's Report
- H. Executive Director of Administrative Services
 - Financial Report
- I. Board of Directors' Reports
- J. Hearing of Citizens (Non-Action Items)
- K. Adjournment

SPECIAL NEEDS CONTACT STATEMENT

Notice to persons having questions about, or requests for special needs and accommodations in order to attend an Estacada School District of School sponsored event: Please contact the Special Services Department, Administrative Assistant, at 255 NE 6th Avenue, Estacada, OR 97023 or call (503) 630-6871, ext. 2904. Requests can also be made at the Central Office, located at 255 NE 6th Avenue, Estacada, OR 97023 or (503) 630-6871, ext. 2912. Contact should be made two full business days in advance of the event.

EEO STATEMENT - The Estacada School District does not discriminate against an individual's race, color, national origin, sex, sexual orientation, disability, religion or age in its programs and activities and provides equal access to Boy Scouts and other designated youth groups.

Estacada School District #108

Policy

Code: **BDDH-AR (1)**
Adopted: 7/14/04
Revised: 7/9/08

Public Participation in Board Meetings

Board meetings are not public meetings; they are meetings held in the public.

All Board meetings, with the exception of executive sessions, will be open to the public. The Board invites district citizens to attend Board meetings to become acquainted with the program and operation of the district. Members of the public also are encouraged to share their ideas and opinions with the Board when appropriate, as described below.

It is the intent of the Board to ensure communications with individuals with disabilities are as effective as communications with others. Individuals with hearing, vision or speech impairments will be given an equal opportunity to participate in Board meetings. Primary consideration will be given to requests of qualified individuals with disabilities in selecting appropriate auxiliary aids¹ and services.

Auxiliary aids and services for persons with disabilities will be available at no charge to the individual.

All auxiliary aids and/or service requests must be made with appropriate advance notice. Should the Board demonstrate such requests would result in a fundamental alteration in the service, program or activity or in undue financial and administrative burdens, alternative, equally effective means of communication will be used.

Audience

During an open session of a Board meeting, members of the public are specifically invited to make professional comments during the designated portion of the agenda. At the discretion of the chairman, further public participation may be allowed. If members of the public fail to follow the guidelines below, the Board Chair will stop the speaker and either redirect the speaker or terminate the speaker's opportunity to be heard. If the speaker fails to comply, he/she will be asked to leave the meeting or become subject to a 911 call and/or a future "no trespass" order.

Request for an Item on the Agenda

A member of the public may request the superintendent place an item of concern on the agenda of a regular Board meeting. This request should be made in writing and presented to the superintendent for consideration at least 10 business days prior to the scheduled meeting.

Procedures for Public Participation in Meetings

Those wishing to speak before the School Board must sign the citizen comment sheet prior to the start of the regular meeting. No additional speakers will be accepted after the "Speaker Sign-in Sheet" is removed, but citizens are welcome to sign up for the next meeting at the next Board Meeting. While the School Board wants to hear from the public, comments must be limited to three minutes. All citizens must abide by the "Public Participation in Board Meeting" policy. Citizen comments related to an action item on the agenda will be heard during "Citizen Comment Action" section of the agenda only. Citizen comments on all other matters will be heard during the "Citizen Comment Non-Action Item" section of the agenda. Speakers are limited, within their three-minute access, to the topic(s) they have listed on the "Speaker Sign-in Sheet." The Board, at its discretion, may require that a proposal, inquiry, or request be submitted in writing, and reserves the right to refer the matter to the administration for action or study.

¹ Auxiliary aids include, but are not limited to, such services and devices as qualified interpreters, assistive listening systems, note takers, readers, taped texts, Brailled materials and large print.

Neither the Board nor District personnel are expected or required to respond to comments and/or questions during Board Meetings.

Any person who is invited by the chairman to speak to the Board during a meeting should state his/her name and address and, if speaking for an organization, the name and identity of the organization and state their purpose for appearing. A spokesman should be designated to represent a group with a common purpose.

Statements by members of the public should be brief and concise. The chairman may use discretion to establish a time limit on discussion or oral presentation by visitors.

Questions asked by the public, when possible, will be answered immediately by the chairman or referred to staff members for reply. Questions requiring investigation may, at the discretion of the chairman, be referred to the superintendent for response at a later time.

At the discretion of the Board chairman, anyone wishing to speak before the Board, either as an individual or as a member of a group, on any agenda item or other topic, may do so by providing the Board secretary with a completed registration card prior to the Board meeting in order to allow the chairman to provide adequate time for each agenda item.

The Board chairman should be alert to see that all visitors have been acknowledged and thanked for their presence and especially for any contributed comments on agenda issues. Similar courtesy should be extended to members of staff who have been in attendance. Their return for future meetings should be welcomed.

Petitions

Petitions may be accepted at any Board meeting. No action will be taken in response to a petition before the next regular meeting. Petitions will be referred to the superintendent for consideration and recommendation.

Criticisms of Staff Members

While speakers may offer objective criticism of school operations and programs, the Board will not hear personal complaints concerning district personnel nor against any person connected with the school system. To do so could expose the Board to a charge of being party to slander and would prejudice any necessity to act as the final review of administrative recommendations regarding the matter. The Board chairman will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.

Public Notification

These procedures will be published on the back of every Board meeting agenda.

END OF POLICY

Legal Reference(s):

[ORS 165.535](#)

[ORS 165.540](#)

[ORS 192.610 - 192.690](#)

[ORS 332.057](#) Americans with Disabilities Act of 1990, 42 U.S.C. Sections 12101-12213; 29 CFR Part 1630 (2000); 28 CFR Part 35 (2000).