

LINCOLN COUNTY SCHOOL DISTRICT
Board of Directors- Regular Session
Wednesday, June 14, 2017- 7:00 p.m.
Newport High School
Newport, Oregon

PRESIDING: Ron Beck, Chairman

Present: Ron Beck, Chairman; Liz Martin, Karen Bondley, Jenny Demaris (after Administration of Oath of Office), Directors

Also Present: Tom Rinearson, Superintendent; Laurie Urquhart, Secretary

Excused: Amanda Remund, Vice Chairman

Handouts: Personnel Addendum 6/14/17; Financial Statements as of 5/31/17; Revised Resolution 2016/17-11 Adopting the 17/18 Budget; Proposal of Insurance from Brown & Brown; Resolution 2017/18-1, Organizational Resolution; Elementary School Menu

Call to Order- Establishment of a Quorum

Chairman Beck convened the meeting and called the session to order at 7:00 p.m. with a quorum of three board members present. Vice Chairman Remund was excused from the meeting.

Appointment of Director Jenny Demaris- Zone 4

The Board appointed Jenny Demaris to Zone 4 of the LCSD Board of Directors. The appointment term is for the remainder of the month of June, 2017. Ms. Demaris won the election for this position as well; that term is July 1, 2017 through June 30, 2021.

The vacancy in Zone 4 was created by the resignation of Director Kelley Ellis in May, 2017.

Public Hearing, 2017/18 Approved Budget

The Board recessed into a public hearing of the approved 2017-18 budget. No comments were generated, and the regular session was then reconvened.

Tom Moore Memorial Award

The 2017 Tom Moore Memorial Award was presented to Ms. Judy McQueen (“Grandma Judy”). She is a stellar volunteer at Sam Case, and has been for many years. She is committed to the staff and students, and has helped in innumerable ways.

The award honors Tom Moore, a former school board member who gave his all to the school district and community. It is the district’s premier volunteer award.

Communications

Chairman Beck noted his receipt of a congratulatory letter from Rep. Kurt Schrader on Mr. Beck's re-election to the school board.

Board Reports

Board members attended graduation ceremonies over two weekends and noted all were well attended and positive events. Director Bondley attended ceremonies at Taft High and Lincoln City Career Tech; Director Demaris attended Eddyville Charter's and Toledo High's; Directors Martin and Beck attended Newport High School's graduation. (Director Remund attended Waldport High's, though she was not at the board meeting to report it.)

Insurance Carriers- Other than Health

Ron Cutter of Brown & Brown Northwest presented information regarding carriers and premiums for insurance coverage other than health for the coming year. Mr. Cutter recommended the District remain with PACE for property, liability, auto, and crime insurance. He recommended SAIF for workers compensation insurance, and said the District is doing well with regard to safety. The district's experience modification increased slightly but is still under the expected rate.

Chairman Beck asked if the school board is covered for liability under 'errors and omissions' coverage. Mr. Brown directed attention to page 10 of his handout, under "public entity liability," saying the board is covered under this portion of the policy.

Brown & Brown charges fees on a flat fee basis rather than on a commission.

Financial Reports

Director of Business Services Julie Baldwin reported nothing unanticipated through the month of May 2017. The projected ending fund balance will be approximately \$6.3 million, with the transfer of \$1 million in the appropriations transfer resolution (part of the Consent Calendar this meeting).

During the review of Bills and Claims over \$5,000, Chairman Beck asked about \$14,000 to Oregon Department of State Lands for unclaimed lunch money balances. Ms. Baldwin explained that students' lunch money balances were carried over for several years. Staff reached out to parents in several ways to refund the money; the \$14,000 was the remainder of funds that parents did not accept. State law requires the funds to be remitted to the State, where they will be held until owners collect them. The district is not allowed to retain the funds for the food services program.

Student enrollment is holding steady, as are interest rates.

Superintendent's Report

Superintendent Rinearson congratulated Director of Business Services Julie Baldwin, who received the Gladys Brewster Outstanding Altrusan Award for meritorious service, District 12 (Alaska, British

Columbia, Washington, Oregon, Idaho and Montana). Ms. Baldwin has been involved with Altrusa for 27 years and in leadership roles for over 25 years.

Mr. Rinearson gave kudos to Crestview fifth/sixth grade teacher Cassie Nickerson, selected as the VFW Oregon Teacher of the Year for grades six through eight. She was recognized for her innovation in teaching, utilizing resources and promoting civic responsibility.

The Superintendent reported LCSD's Early Childhood "P-3" program was chosen as a successful example of P-3 alignment by the Oregon Department of Education (ODE). ODE is developing the "Oregon Blueprint Project" to identify key strategies to support a student's path to graduation. The P-3 program aligns prenatal through third grade learning, with a goal of students arriving at school ready to learn. The LCSD program will be featured in an upcoming ODE publication.

Mr. Rinearson reminded the Board that the last day of school for students this school year is Friday, June 16th, with teachers' last day June 19th.

He presented Chairman Beck with a plaque in appreciation of Mr. Beck's role as Chairman of the Board this year, and thanked him for his service. Mr. Beck commented he appreciates the support of the entire board, and said it is "good to have Tom back."

The Superintendent noted that the proposed board meeting calendar for the coming year switches board meetings back to the second Tuesday of the month. The July board meeting is scheduled for July 11.

Approval of the Consent Calendar

Motion 2016/17-44

On motion of Director Bondley, seconded by Director Martin, the Board unanimously approved Consent Calendar items, as noted in the June 14, 2017 board folder:

- Minutes, May 2, 2017 Work Session;**
- Minutes, May 10, 2017 Regular Session;**
- Alternative Education Program, 2017/18 (Compass);**
- Regular Personnel Items and Addendum;**
- 2017/18 Food Services Contract, Sodexo;**
- Resolution 2016/17-9, Appropriations Transfer;**
- Resolution 2016/17-10, Property Purchase Reserve Fund.**

Resolution 2016/17-11 (Revised), Adoption of Approved Budget 2017/18

Motion 2016/17-45

On motion of Director Martin, seconded by Director Bondley, the Board unanimously approved Resolution 2016/17-11, as amended, adopting the 2017/18 budget approved by the budget committee on May 30, 2017.

With the Board's approval of an appropriations transfer earlier in the board meeting, staff felt an amended budget resolution would more clearly reflect the projected beginning fund balance for the coming year. Although not a required action, the amendment provides a clear explanation of the 17/18 beginning fund balance and unappropriated ending fund balance for future district leaders.

Chairman Beck asked if the Board has latitude to move money after the Budget Committee approved the budget. Ms. Baldwin replied that they do, and said that there are no restrictions in the board reducing the budget.

Approval of PACE, SAIF Insurance Carriers

Motion 2016/17-46

On motion of Director Bondley, seconded by Director Martin, the Board unanimously approved PACE for property, vehicles, liability and errors/omissions insurance, and SAIF for workers compensation coverage for the 2017/18 fiscal year. Insurance agent of record Ron Cutter of Brown & Brown Northwest made this recommendation early in the meeting.

Approval of Policy BD/BDA, Board Meetings

Motion 2016/17-47

On motion of Director Demaris, seconded by Director Martin, the Board unanimously approved Policy BD/BDA, Board Meetings. This policy was revised to allow the board flexibility to change the day of the week for scheduled board meetings without revising the policy each time.

Approval of Policy and ARs EFAA, Reimbursable School Meals Program

Motion 2016/17-48

On motion of Director Bondley, seconded by Director Martin, the Board unanimously approved Policy EFAA, District Nutrition and Food Services/Reimbursable School Meals.

This policy and accompanying administrative rules changed due to changes in federal regulations. Both must be approved by the Board by July 1, 2017.

Approval of Resolution Certifying Election Results

Motion 2016/17-49

On motion of Director Martin, seconded by Director Bondley, the Board unanimously approved Resolution 2016/17-12, Certification of the May 16, 2017 Special District Election (Lincoln County results).

As required by state law, the board must approve the election results. Board members in Zone 3 (Ron Beck), Zone 4 (Jenny Demaris) and Zone 5 (Amanda Remund) were elected to four-year terms. Mr. Beck has served on the board since 2002, and Ms. Remund since 2015. Ms. Demaris is new to the LCSD board.

2017/18 Organizational Resolution

Director of Business Services Julie Baldwin presented the annual organization resolution for 2017/18 designating district officers, clerks, agents and depositories of funds. Changes for the coming year include a slight decrease in the mileage reimbursement rate from \$0.54 to \$0.535, and the declaration of vacancies in Zones 1 and 5 of the LCSD Budget Committee.

The resolution will return to the board for consideration at the July meeting.

Policy DBDB, Fund Balance

The district does not currently have a policy regarding an ending fund balance. The current ending fund balance was created with unanticipated reconciliations from ODE (one time money). Superintendent Rinearson and Director Baldwin thought it prudent to establish a guideline for the use of such revenue, thus the suggestion of this policy.

The Board will need to decide on several aspects of the policy, including whether the percentage to be established is based on the “all funds” budget or the general fund. They must also consider the percentage to be retained.

Superintendent Rinearson recommended the Board use the general fund rather than overall funds. “We would target an amount in the general fund that we will carry from one year to the next. Most districts use seven to twelve percent; many are at ten percent. This helps us not have to borrow money to meet payroll and serves as a guideline.”

He added that if a target is set then exceeded, the overage should be transferred into the building maintenance fund or another fund. When the state funding goes down, those funds can be transferred back into the general fund.

Director Martin asked who decides where the money goes if the target is exceeded; Mr. Rinearson replied the Superintendent would make a recommendation. “This is really about how we stabilize, rather than simply survive,” said Rinearson.

Several districts do have such a policy. The policy will return for the board’s consideration at the next meeting.

Information on Eclipse Planning

A total solar eclipse will occur August 21, 2017. Director of Support Services Rich Belloni noted district facilities will be closed that day. “Our insurance company recommends we take no action,” said Mr. Belloni. Director Demaris said it is expected that cell phone coverage could be overwhelmed, so having a communication plan with family members is a good idea.

This agenda item will return to the board each month until the date of the eclipse.

2017/18 Board Meeting Calendar

A board meeting calendar for 2017/18 was developed by selecting the second Tuesday of the month for regular board meetings, rather the second Wednesday as occurred this year. The calendar will return for the board’s consideration at the next meeting.

Discussion on Board Retreat

The Board occasionally meets in a “retreat” (work session) to discuss topics/issues of interest to them. Board members reached consensus to offer one-hour work sessions prior to some regular session meetings to consider topics of interest to board members.

Fifth Tuesdays will also be set aside for work sessions in the coming year. Board members will be polled to determine a date for a retreat this summer.

Succession Plan, Superintendent

Superintendent Rinearson will continue in his position during the 2017/18 year. To assist with planning for a superintendent following his tenure, Superintendent Rinearson appointed a team of three administrators (Susan Van Liew, Jon Zagel and Tiana Tucker). They will examine departments to tell the story of LCSD; this will help identify needs in the district and thus what strengths may be needed in a future leader.

Director Van Liew said the team began their work and identified which systems in the district should be addressed first, including external partners, secondary education, and human resources. “This is a deep look that won’t be completed by January. But it should give you the information you need,” said Van Liew. “There is a need for organizational discipline,” she added.

Mr. Rinearson suggested the three team members rotate as guest superintendent at fall board meetings. The team will update the board as their plan unfolds.

The meeting adjourned at 8:36 p.m.

Chairman

Superintendent