

LINCOLN COUNTY SCHOOL DISTRICT
Board of Directors- Work Session
Tuesday, January 27, 2015- 5:45 p.m.
Newport High School
Newport, Oregon

Minutes

- PRESIDING:** Liz Martin, Chairman
- Present:** Liz Martin, Chairman; Ron Beck, Kelley Ellis, Directors
- Also Present:** Steve Boynton, Superintendent; Julie Baldwin, Business Manager; Aaron Belloni, Student Services Administrator; Laurie Urquhart, Secretary
- Excused:** Karen Bondley, Vice Chairman
- Handout-** Policy Summaries, Sections A/B (two summaries), Section C, Section D; Policy BBE, Vacancies on the Board

Call to Order- Establishment of a Quorum

Chairman Liz Martin convened the meeting and called the session to order at 5:51 p.m. with a quorum of three members present. Vice Chairman Bondley was excused from the meeting.

Review of Policy BBE, Vacancies on the Board

Former Director Terri Woodd resigned from the Board due to health reason two days before the work session. Board members reviewed Policy BBE, Vacancies on the Board to learn next steps in filling the vacancy. Since the vacancy falls just prior to the filing window for the May 19, 2015 special districts election, the County Clerk will be informed of the vacancy to list it as an opening.

The Board will formally declare the vacancy at the February 10, 2015 meeting. Staff will explore the possibility of declaring an emergency to fill the vacancy until June 30th with an interim board member.

Policy Review- Sections A/B

Student Services Administrator Aaron Belloni reminded board members of the process being used for the policy rewrite. LCSD contracted with OSBA to review the entire policy binder. It is being revised by sections. OSBA sends a set of their suggested policies to Aaron Belloni; they are then reviewed by Aaron, Laurie Urquhart and the pertinent administrator. OSBA representatives then meet with Aaron and Laurie regarding the proposed policies. After this meeting, a new set of policies is sent to the district incorporating the district's changes.

Mr. Belloni prepared “Policy Review” documents for sections A/B (Board Governance and Operations), C (General Administration) and D (Fiscal Management) showing the name of the policy, notes about it, the reviewers of the policy and the recommendation (adopt or not, delete).

The Board received the original set of policies from OSBA along with the revised set under separate cover.

Board members reviewed Sections A/B of the policy binder at the November 18, 2014 regular board session. After that time, questions arose about some of the policies so Student Services Administrator Aaron Belloni revisited the summary he prepared for these sections. The Board also asked to meet in work session settings to allow additional time for questions and discussion about the policies.

Board members then reviewed the Section A/B Review document. They considered each policy along with the staff recommendation. Some in the “recommendation” column required Board consensus as to whether to retain/revise/delete the policy. A list of those policies along with the Board’s consensus follows:

Policy AD, Educational Philosophy- delete
Policy AE, District Goals- delete
Policy AEA, Planning- Long and Short Range- delete
Policy AF, Monitoring Products and Processes- delete
BI-AR, Board Legislative Program- do not adopt

They agreed with staff’s recommendations for the rest of Section A/B with the exception of Policy BFG, Board Policy Review. This is not a current policy, but the Board wishes to adopt it to avoid the current situation of many policies being out of date. They said reviewing the policies “at least annually” should be a goal. (Typically policies are revised quarterly, with the “Policy Update” document from OSBA. This process sometimes falls behind.)

Section C- General Administration

The Section C Review document was reviewed next. They reached consensus to move forward with staff recommendations on all policies except those noted for Board consensus. Those policies follow:

Policy CBB, Appointment of the Superintendent- adopt
Policy CPA, Layoff/Recall, Administrative Personnel- adopt, but align with CCH-AR
Policy CPA-AR, Layoff/Recall, Administrative Personnel- adopt, but revise CCH-AR by striking paragraph 15.

Section D- Fiscal Management

Board members went through each policy on the review document for Section D, agreeing with staff recommendations. Director Beck suggested adding the word “Oregon” to the reference to the secretary of state in Policy DIE, Audits.

OSBA recommended changing the district’s purchasing policies, but Business Manager Julie Baldwin noted it is important to keep these policies as they currently are. “We had these policies developed with the use of an attorney who aligned them with state law. They are related to the Construction Manager/General Contractor process we used with several bond projects. It was a very successful process.” Board members agreed with staff’s recommendations.

Superintendent Boynton suggested changing Policy DLA, Pay Periods and Pay Days. He proposed changing payday to “the 25th of the month or the nearest business day preceding the 25th.” This change could help with paydays that used to occur after the 25th of the month (if for instance, the 25th falls on a Sunday).

Policy DLBA, Advance Salary Payments, still needs to be corrected by OSBA. The existing AR to this policy will be deleted after one sentence is added to the policy (“Under no circumstances shall any employee be granted more than three advances in a fiscal year.”)

The meeting was adjourned at 8:12 p.m.

Chairman

Superintendent