

NORTH LAKE SCHOOL DISTRICT NO. 14

Minutes of **Annual Meeting: July 10, 2023**

The Board of Directors met in regular session at the North Lake School, 57566 Fort Rock Road, Silver Lake, Oregon, on July 10, 2023, at 6:00 p.m. The purpose of this meeting was to conduct the business of the District and the meeting was open to the public in person and by Zoom.

CALL to ORDER: 2022-23 Board Chair Scott Duffner called the meeting to order at 6:02 p.m.

Pledge of Allegiance

1. Swearing in of Newly Elected Members

2. Roll Call

Present: Board Members Scott Duffner, Mark Herinckx, Dwight Roth, Preston Fivecoat, Dan Jansen

Absent:

Administration Present: Superintendent Gail Buermann, Principal Cameron Mitchem, VP /AD Jim Missel

Also Present: 2- patron(s) of the District.

3. Review of the Agenda

Changes:

Discussion:

Motioned by Dwight Roth, seconded by Mark Herinckx, to approve the July 10, 2023, agenda as presented.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain **Result:** Motion Carries

4. Approval of the Minutes

Changes:

Discussion:

Motioned by: Dwight Roth, seconded by Preston Fivecoat, to approve the minutes of: June 12, 2023 – Regular School Board Meeting

Vote: 5- vote Aye, 0- vote Nay, 0 - Absent or Abstain **Result:** Motion Carries

5. Review of Bills:

Bills are presented for Board Member Review.

Discussion: No discussion

6. Annual Procedural Business

A. Organize the Board

1. Elect board chairman and vice-chairman

Board Chairman: -Scott Duffner, is nominated by Dwight Roth as Board Chair for 2023-2024. Seconded by Mark Herinckx.

Discussion: *(No other nominations are presented.)*

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

Board Vice-chairman: Dwight Roth is nominated by Dan Jansen, as Board Vice-Chair for 2023-2024. Seconded by Scott Duffner.

Discussion: *(No other nominations are presented)*

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

- B. Designate ADA Coordinator; Section 504 Authority; Title 1A, IIA, IID, IVA, VA and VI B Coordinator(s)

Motioned by Mark Herinckx, seconded by Dan Jansen, to designate Superintendent Gail Buermann as the American with Disabilities Act Coordinator during the 2023-2024 fiscal year.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

Motioned by Mark Herinckx, seconded by Dan Jansen, to designate Principal Cameron Mitchem as the Section 504 Officers during the 2023-2024 fiscal year.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

Motioned by Mark Herinckx, seconded by Dan Jansen, to designate Superintendent Gail Buermann as the Title 1A, IIA, IID, IVA, VI and VIB Coordinator during the 2023-2024 fiscal year.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

- D. Select School Attorney

Motioned by Scott Duffner, seconded by Mark Herinckx, to appoint Garrett, Hemann, Robertson, Salem, Oregon, as attorneys of record representing North Lake SD during 2023-2024.

Vote: 5- vote Aye, 0 - vote Nay, 0- Absent or Abstain

Result: Motion Carries

- E. Select District Insurance Agent of Record

Motioned by Dwight Roth, seconded by Scott Duffner, to appoint Bill Gilmore of Great Basin Insurance, Klamath Falls, Oregon, as North Lake SD's insurance agent of record for the 2023-2024 fiscal year.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

- F. Designate Board Secretary

Motioned by Dwight Roth seconded by Preston Fivecoat to designate Janet Waldron as Board Secretary for the 2023-2024 fiscal year.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

- G.-K Select District Auditor

Motioned by Dwight Roth, seconded by Dan Jansen, to appoint Umpqua Valley Financial, Roseburg, Oregon as the audit firm for fiscal year 2023-2024.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

- H. Appoint Superintendent as District Clerk

Motioned by Dwight Roth, seconded by Dan Jansen to appoint Gail Buermann as superintendent for North Lake School District (who thereby becomes school District Clerk under Oregon Law, ORS 332.515), for fiscal year 2023-2024.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

- I. Appoint Deputy Clerk

Motioned by Dwight Roth, seconded by Dan Jansen to appoint Sara Sarensen as Deputy Clerk for fiscal year 2023-2024.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

J. Appoint Budget Officer, Elections Officer and Affirmative Action Officer

Motioned by Dwight Roth, seconded by Dan Jansen, to appoint Superintendent Buermann as Budget Officer, Elections Officer and Affirmative Action Officer for fiscal year 2023-2024.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

K. Appoint Custodians of Funds

Motioned by Dwight Roth, seconded by Dan Jansen, to appoint Superintendent Buermann and Deputy

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

L. Determine Amount of the Fidelity Bond for Persons Who Shall be Bonded

Motioned by Scott Duffner, seconded by Mark Herinckx, to set the amount of fidelity bonds at \$100,000.00 each, designating Superintendent Buermann and Deputy Clerk Sarensen to be bonded for the fiscal year 2023-2024.

Vote: 5 - vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

Discussion: The board would like us to ask Sara if this amount is enough or needs to be raised?

M. Select Depositories of Funds

Motioned by Dwight Roth, seconded by Preston Fivecoat, to appoint the following as depositories of funds for fiscal year 2023-2024:

- Washington Federal, Lakeview (payroll account and scholarship account);
- Pacific Crest, Christmas Valley – Student body account, Student body savings, AP checking account and District money market account
- Local Government Investment Pool, Salem (savings)

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

N. Select Newspaper for Local Publications

Motioned by Scott Duffner, -seconded by Mark Herinckx, to continue with the Lake County Examiner, Lakeview, as the newspaper for local publications for fiscal year 2023-2024.

Vote: 5- vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

O. Establish Monthly Meeting Date and Time

Motioned by Mark Herinckx, seconded by Dwight Roth, to establish the second **Monday** of each month as the regular monthly board meeting day. Meeting time will change from 5:30 p.m. to 6:00 p.m. Meetings will be held in the North Lake School library and will be available on Zoom.

Vote: 5 - vote Aye, 0- vote Nay, 0- Absent or Abstain

Result: Motion Carries

7. Hearing of Individuals in the Audience

- A. Leon Baker: Inquired about the results of the issue with Jon Murphy and whether the board has chosen a new attorney and wants the board to publish their goals. One of the goals he would like is more written news to go out to the community. Dan and Preston suggested a teacher spotlight in the paper. Maybe something like a School News Corner in the Whispers and Examiner. Leon also discussed his preference for the Board to take some public stances on the social political issues of the day. The Board expressed that they have to follow policy and the law and took an oath to do so.

8. **New Business**

- A. Board Member Emails- Janet has set up official board member emails for the board. Next month we can reset passwords to one of your own choosing or you may keep the one set up for you.
1. Requirement from PACE to keep all district correspondence secure.
 2. All district correspondence is public record including correspondence in private email accounts if used for board business.
 3. Litigation - Keep personal email accounts personal, in case of subpoenas. That way we could forward emails.
- B. SEI Filing for the 2 new members. Janet is required to set up an account for the 2 new board members within 4 days of swearing in but the SEI Filing will not be due until April 15, 2024. Janet will use District email if possible.

9. **Superintendent's Report**

A. **Budget/Financial:**

Speaker(s): Gail Buermann

Attachments: A2

Reports:

1. Enrollment/Registration - none at this time
2. Monthly Report: Sara's financial report was submitted. Carryover was \$763,690 which is much more than usual due to careful spending and more school funds being made available. Large May correction was also a factor and indirect fees charged to grants.
3. Latest SSF update
 - \$10.2 Billion
 - Other key budgets (2023-25 allocation)
 - Student Investment Account--at \$1.087 billion; up from \$892 million in 21-23
 - High School Success/M98—at \$325 million; up from \$307 million in 21-23
 - Sara's NL Budget Update- Since ODE passed the \$10.2 billion budget our SSF is estimated to be about \$130,000 more than budgeted which means that our proposed budget is now balanced regardless of where transportation is funded.

ACTION(S): No action items

B. **Maintenance/Facilities:**

Speaker(s): Gail Buermann

Attachments: none

Reports:

1. Dugout Update: We got a check in the mail from insurance but they forgot to take out the \$1000 deductible so we may have to send it back to them. Gary has been unable to get these set up. Duane Hand is still backed up with summer work and can't get to placing and setting them up yet. Dan will make a call to Midstate to see if they can place these for us.
2. Gym AC Purchase: Gail is waiting to hear back from Jason Curtis on this.
3. CAT 6 Cable Project: Nick is working with Sara on this. The status is in review and they will make some adjustments and are waiting on a response.

4. Greenhouse: Gail is talking to Mike Tiller about this and Mike recommends we look for one to purchase and have installed. Gail will be talking him tomorrow about this. Dan says look into Oregon Valley Greenhouse in Aurora.

ACTION(S): No action items

C. Transportation:

Speaker(s): Gail Buermann

Attachments: C1

Reports:

1. Monthly report- Paul Dixons monthly report was submitted.

ACTION(S): No action items

D. Student Issues, Athletics/Activities:

Speaker(s): Jim Missel

Attachments: None

Reports:

1. Athletic Director's Report -- Jim Missel, AD. He is working on getting coaches re-certified other sports are doing some summer work outs and activities. Jim is getting physical forms out to families now instead of waiting until the season starts. Moratorium week is the end of July. Laura mentioned as a parent she really likes the "SportsU" updates. SportsU is only as good as the coach using it and the parents willing to scan the QR code to set this communication up.

E. Academics, Curriculum and Assessment:

Speaker: Cameron Mitchem

Attachments: None

Reports:

1. Principal's Report – Cameron Mitchem: Kendal gave us a call. The vans are now in production. We are looking at the end of September for one and the end of October for the other. Work for credit program. Students have to have a job before signing up for this. Cameron is also looking into setting parameters for Alt Ed online options for students. He anticipates this will only be an option for 9th – 12th grades at this time who are current on HS credits and can demonstrate they will be successful using this option.
2. SSA Summer School for K-8: Gail and Laura gave a report on how this program is going. Samantha has been great at heading up the meals for this. Last day is July 20th.
3. Summer School for 10-12: We only had 2 show up for this. This is more of a credit recovery option for this age.
4. Integrated Guidance
5. Approve Longitudinal Growth Targets (*See attached*)

ACTION(S): E5 Motioned by: Dan Jansen, seconded by Preston Fivecoat to approve the Longitudinal Growth Targets for 2023-24.

Vote: Aye 5, Nay 0, Absent or Abstain 0

Result: Motion Carries

F. Personnel/Human Resources:

Speaker(s): Gail Buermann

Attachments:

Reports:

1. Classified:
 - a.
2. Confidential:
 - a. None
3. Certified
 - a. We still have no applicants for our 4 open positions. Gail and Cameron are brainstorming to try and figure out combinations of classes to utilize the teachers we do have should we need to.
4. Extra Duty:
 - a.

ACTION(S): No action items

G. School Board Business, Policy Update:

Speaker: Gail Buermann

Attachments:

Reports:

1. Legislative Update
 - SB 819 Abbreviated Day
2. RFP for Attorney of Record Services: Gail asked the board about help tailoring the reasons. Reason for seeking a change:
 - What else is available? There are only 3 School Law attorneys in the state. GHR, Hungerford's and Miller Nash. Can we get some information about the other 3 firms and see if there are any additional firms out there?
 - Do any represent rural school districts? Are we able to get a client list?
 - Gail asked what the boards concerns are in terms of legal liability?
 - Compare pricing among the firms.
 - The firm Shane mentioned does business law which means, unless they had attorneys that did school law, they could possibly put out district at risk.
 - Most of school lawsuits are Special Education related or Teacher / Coach inappropriate relationship related.
 - The Superintendent is charged with following the law. Attorneys if they are worth their salt will follow the law.
 - Suggestion to table the RFP until the board does some research.

ACTION(S): G2 **Motioned by** Dan Jansen, seconded by Mark Hereinckx to table the RFP during the discovery process.

Vote: Aye 5, Nay 0, Absent or Abstain 0

Result: Motion Carries

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H. **Upcoming events/dates:**

1. As Presented

10. **Executive Session:**

- A. None at this time

11. **Unfinished Business**

- A. None at this time

12. **Questions and Comments from Board Members**

Next meeting: Skip August, Next meeting September 11 at 6:00 p.m.

13. **Future Agenda Items**

- A. Communication Plan for Parents and Community

14. **Adjournment**

No further business presented, the meeting adjourned at 8:53 p.m.

ATTEST:

Scott Duffner, Board Chairman

Janet Waldron, Board Secretary

Minutes approved at the 9/11/23 Board meeting