

# Ashwood School District #8

Regular Board Meeting

October 14th, 2020 at 6:00 pm

Ashwood Schoolhouse

## Minutes

6:05 pm the meeting was called to order by Ed Jackson.

Present-

Board members- Ed Jackson, Chair; Shantell Johnson; Jody Holmes; 6:10 pm Dani Cowdrey; 6:20 pm Taasha Cooper, vice-chair

Staff- Melanie Friend, Head Teacher; Penny Marston, DCT/ sub bus driver/teacher; Jeanne Hillman, Deputy Clerk 1; Lori Schryver, bus driver/deputy clerk 2/ EA; Claire Friend, Custodian; Katia Steckly, sub teacher.

Public- Brandie McNamee

Adopt the Agenda- Jody moved to adopt the agenda as presented seconded by Shantell motion passed 3/0.

Public Comment-

Brandie McNamee requested that the Ashwood Parent-Teachers Association would like to use the School's EIN to open a Bottle-drop Account. She explained to the Board how Bottle Drop Recycling works Jody moved to allow the Ashwood PTA to open a Bottle Drop account listing Brandie McNamee, Melanie Friend, Lori Schryver and Jody Holmes using the Ashwood School District 8 EIN number and include a copy of the Ashwood School District 8 W-9, seconded by Taasha motion passed 3/0.

Jody Holmes announced that there would be a Hotdog and Hamburger dinner for Wayne Fording at 5 pm Saturday October 17th at the Ash Butte Grange.

Audit report- SGA Accounting *\*The audit will not be presented\** -Jeanne reported that the Auditor should have the audit ready soon.

Reading and Approval of Previous Minutes-

Regular Board meeting September 9th- Jody moved to approve the minutes as presented for the September 9th regular board meeting, seconded by Dani motion passed 3/0.

Special Board meeting - Policies- September 15th- Dani moved to approve the minutes from the Special Board meeting on September 15th seconded by Shantell motion passed 3/0.

Bill Approval- The Board discussed the bills as presented with the addition of the Klos Studios bill, Claire Friend paycheck and Voiding the Earth 20 bill. Jody moved to pay the bills seconded by Dani motion passed 4/0.

Staff Reports-

Penny Marston, Substitute Teacher/Bus Driver and DTC-

The ELA and Math Performance Tests portion of the Oregon State Tests have been removed. This will reduce the time required for the Oregon Test testing times. ELA time by approximately  $\frac{1}{2}$ , and Math by  $\frac{1}{3}$ . Science will remain the same.

The 66% requirement for the school year before testing has been removed so the testing window opens for everyone on March 4th.

Penny has already announced that there will be no state testing for Kindergarten this year.

Penny reports that the state will only charge for the Science Interim test, and no charge for the rest of the tests this year. They are working on changing college entrance requirements.

Lori Schryver, Bus Driver-

Lori reports that all is well on the bus with 5 students riding regularly to Culver and 1- 3 riding back to Ashwood.

Claire Friend, Custodian-

Claire reported that she is finishing up the lawn care and irrigation and is planning the winterizing for the tools and supplies. The new teeter totters have been made and she will coat them with shellac to preserve them and prevent splinters.

Claire would rather not deal with the ceiling tiles on her own. The Board decided to postpone the work on the ceiling for a time.

The field next to the Bus garage has been cleared by Jim Nartz and the Carlgren's, to be used as an athletic field for the students and also expands the fire protection barrier.

Melanie Friend, Teacher-

Melanie reported that she had an inservice day on September 24th, approved by Ed.

On October 14 the local power company had the power off at the school from 10am to 4pm so the school moved to CDL for the day. Melanie suggests that we consider purchasing a generator for backup power for the school. The cost of the generator would cost approximately \$1,500 and could be covered with funds from ESSER. No motion was made.

Halloween trick or treating organized by the School has been canceled for this year..

Melanie asked for a Purchase Order for PPE for the sum of \$394.49. Jody moved to create a P.O. for the sum of \$349.49 for the purchase of PPE from the ESSER grant, seconded by Taasha motion passed 4/0.

Jeanne Hillman-- Deputy Clerk 1-

Jeanne reported that she had solved some problems with the PERS account due to automatic adjustments made in Quickbooks. All adjustments to the liabilities accounts are complete.

Jeanne needs to know what to do with the Clerk 1 computer at the end of this month when she leaves for Arizona. She would rather not need to ship it back. Jody moved to leave the decision as to what to do about the computer to the Board Chair at the time of Jeanne's departure, seconded by Taasha motion passed 4/0.

Jeanne further commented that Brenda at SGA thinks she will be done with the Audit this weekend (October 17, 18).

#### Lori Schryver - Deputy Clerk 2-

Lori presented the Board with the contract for the Educational Assistant for the 2020/21 school year, two days a week/3 hours a day/ \$20 per hour. Jody moved to approve the EA contract as presented seconded by Taasha motion passed 4/0.

7:15 pm Staff Release

#### ESD report-

Dani reported that the upcoming OSBA Conference would be held virtually and cover the current budget and funding for Board members. They reported that some school districts have changing Covid19 numbers and difficulties with distance learning.

Financial Update- Dani reported that there was no report at this time.

#### Bank Statement/Reconciliation Report-

Dani will report on this month's statements and reconciliation next month.

Jeanne reported that the transportation grant was reported incorrectly. Adam Krein at ODE State Fund Coordinator estimates that a final adjustment in May 2021 will correct the report, and that no action is needed right now.

#### Old Business-

Employment positions: Custodian- we will not change Custodian at this time.

Clerk- The clerk position was discussed, Jeanne confirmed that she will be done as soon as the Audit is complete and presented to the Board.

The meeting that Jody and Lori had with Mickey Killingsworth was discussed. The Board also discussed several other options of splitting the job up but staying within our current budget. Jody moved to offer the position of Clerk 1 to Mickey Killingsworth for \$22 per hour not to exceed 37 hours per month, working hand in hand with Lori, clerk 2, to fulfill the clerk duties, seconded by Taasha. Motion passed, 3/1 Dani opposed, .

Employee Handbook (employee Health insurance policy) Jody moved to table Jody requested that the Clerk send the link to the Employee Handbook out to the Board members 2 weeks prior to the next meeting with a reminder to edit and review, seconded by Dani motion passed 4/0.

P.E.R.S. employer incentive fund update-Ashwood School district 8 fund has been matched by Oregon P.E.R.S.

Lead mitigation- We are waiting for test results- no progress at this time.

New Business-

Bottle Drop -PTA requesting use of School's EIN- covered in Public comment  
Student Transportation Contracts- contracts have been issued for signatures, Lori will do research as to whether one family can be paid for two trips for students that arrive at the school at different times and check if this should be on our transportation grant.

Division 22 compliance- Melanie and Lori have been working on this and we are currently in compliance.

CDL Grant-. The Comprehensive Distance Learning Grant application has been submitted. Melanie suggests that we order 15 chromebooks and 6 printers as soon as funds become available to be prepared for emergency usage. The Chromebooks would allow for each student to keep a Chromebook at home and in the classroom, as well as a printer provided to each family home. These will only be needed if we need to move to distance learning. With extensive wait time on these items, Melanie suggests ordering sooner rather than later. Melanie also suggests that we authorize IT to make necessary upgrades to our building internet at a cost of \$1,000 as soon as funds are available. Taasha moved to authorize the purchase of 15 Chromebooks and 6 printers plus the \$1,000 IT for internet improvements, seconded by Shantell motion passed 4/0.

SIA Grant Application- We invite public comment at this time, there were no comments. We are currently using this grant for help in the classroom, counselor and professional development for the teacher. This grant is \$10,000/year. The ESD contractor told us that we needed to apply for this grant or lose all grants, this is not true for next year. We need to report on this grant quarterly to ODE or ESD. It was suggested that we consider whether the reporting requirements on this grant was worth the funds received.

SIA Grant Application- Board Approval. Dani moved to approve the SIA Grant seconded by Taasha motion passed 4/0.

Policy Updates- No policies to update at this time

Comments - With Jeanne leaving soon, Ed wants Lori to be put on the G-5 for grant work, along with any other log-ins that Jeanne manages solely, that way we will still have access for completing work until another Clerk begins.

8:35 p m Adjournment