

## **COQUILLE SCHOOL DISTRICT 8**

Tuesday, July 16, 2019

Special Board Meeting 6:00 p.m.  
Coquille Jr/Sr High School, Library  
499 W Central, Coquille, OR 97423

### **ORDER**

Misty Thrash called the meeting to order at 6:01 p.m. Board members present were Jeff Cannon, Heather Echavarria, Matt Rowe, Cliff Wheeler. Steve Britton and Roy Wright. Others present were Superintendent Tim Sweeney, Business Manager Teri Pointer and Board Secretary Stephanie Donaldson. A list of people in the audience is included as part of the minutes.

### **MEETING BUSINESS**

Heather Echavarria made a motion to approve the agenda with the addition of a Discussion Action item after Executive Session 5.0 to either uphold or reverse the District's decision to terminate the employment status of a former staff member. Roy Wright seconded the motion; it passed unanimously.

Roy Wright made a motion to approve the minutes from the Regular Board Meeting, June 12, 2019. Steve Britton seconded the motion; it passed unanimously.

### **STUDENT/STAFF RECOGNITION**

Teri Pointer introduced Shelly Crabtree the newest member of the Accounting Office and the Daycare Billing Secretary.

### **OATH OF OFFICE**

Board Secretary Stephanie Donaldson swore in the following new Board Members:

- Steve Britton – Position #1
- Roy Wright – Position #3
- Heather Echavarria – Position #5
- Jeff Cannon – Position #7

Shelly Crabtree, Notary Public-Oregon (972470) verified Oath of Office signatures.

### **ELECT BOARD CHAIR AND CO-BOARD CHAIR**

Roy Wright made a motion to nominate Misty Thrash for Board Chair and Cliff Wheeler as Vice Chair. Heather Echavarria seconded the motion; it passed unanimously.

### **MOVE INTO EXECUTIVE SESSION**

Misty Thrash moved the meeting into Executive Session at 6:08 p.m.

**ORS 192.660(2)(b)** To consider dismissal or discipline of, or to hear charges or complaints against an officer, employee, staff member or agent, if the individual does not request an open meeting.

Misty Thrash moved back into the regular Board Meeting at 6:49 p.m.

### **DISCUSSION/ACTION**

Heather Echavarria made a motion to uphold the District's decision to terminate the employment status of a former staff member. Roy Wright seconded the motion; it passed unanimously.

## **SUPERINTENDENT'S REPORT**

- ❖ Superintendent Sweeney provided an update on the construction process. He shared some photos and plans of the new Winter Lakes School sign for the building, the new reader board, the layout of the CTE center rooms, as well as provided an update on the completion date.
- ❖ Tim Sweeney also shared a variety of changes to administrative roles in the district. They are as follows: Amy Flora will be principal at Lincoln; Sharon Nelson will be Director of Early Learning; Tony Jones will be the overall principal of Winter Lakes and Director of Alternative Learning; Jennifer Sweeney will oversee day-to-day operation of Winter Lakes High School and Lonnie Usrey will oversee day-to-day operation of Winter Lakes Elementary School.

## **BOARD REPORT**

Tim Sweeney stated that the annual OSBA Conference will be November 14 - 17, 2019. All Board Members (with the exception of Heather Echavarria), Tim Sweeney, Teri Pointer and Stephanie Donaldson will attend.

## **ANNUAL BUSINESS**

### **For the 2019-2020 School Year**

Discussion of the annual business resulted in the following: #1 the Board Meetings will continue to take place on the 2<sup>nd</sup> Wednesday of each month at 6:00 p.m.; #2 the Facilities Committee will include Cliff Wheeler, Heather Echavarria, Jeff Cannon, and Steve Britton; the Policy Committee will include Roy Wright, Matt Rowe, and Misty Thrash; the Bond Committee will include Heather Echavarria, Steve Britton, Cliff Wheeler, and Jeff Cannon. The first Policy Committee Meeting will be held August 13, 2019 at 5:00 p.m. in the Board Room.

Cliff Wheeler made a motion to approve the following:

- ❖ Establish a set day for regular board meetings each month.
- ❖ Appoint members of standing committees
  - ✓ Facilities
  - ✓ Policy
  - ✓ Bond
- ❖ Appoint Superintendent Tim Sweeney chief administrative officer and district clerk.
- ❖ Authorize Superintendent Tim Sweeney to apply for federal funds, special grants and sign for statements of assurance for State and Federal Programs
- ❖ Authorize Superintendent Tim Sweeney and Business Manager Teri Pointer to sign checks on behalf of the District.
- ❖ Appoint Business Manager Teri Pointer as Budget Officer for the District.
- ❖ Authorize Business Manager Teri Pointer to Assign Portion of the Ending Fund Balances for all Funds.
- ❖ Appoint WHA as the insurance company of record.
- ❖ Appoint Harwood, MacAdam, Wartnik, Fisher & Gorman, LLC as district auditors.
- ❖ Designate *The World* as newspaper of record for all official publications by the District.
- ❖ Name Banner Bank, the Local Government Investment Pool (LGIP), and the Pay Pal Money Market account as depositories of record.
- ❖ Name the Coquille School District Board of Directors as its own LCRB (Local Contractors Review Board).
- ❖ Legal requirements for fidelity bonds are met by the District's Insurance coverage which provides a comprehensive crime policy which covers all District employees in the amount of \$100,000 per occurrence.
- ❖ Appoint Oregon School Board Association and others as needed as the attorney of record.

- ❖ Reauthorize all existing leases as follows.
    - a. 5 Lanier copiers – monthly lease plus copies
    - b. Neopost - Postage Machine – monthly lease
  - ❖ Authorize the Superintendent to sign all district contracts.
- Steve Britton seconded the motion; it passed unanimously.

### **CONSENT AGENDA**

Cliff Wheeler made a motion to approve the following:

- ❖ **Change** Brenda Goble – .50 FTE from Secretary to CTE Teacher - Cosmetology
- ❖ **Hire** Devin Johnson – Maintenance Helper
- ❖ **Hire** Austin Arrant – CHS Math Teacher
- ❖ **Hire** Steven Cieloha – CHS PE EA
- ❖ **Resignation** Dave Smith – Bus Mechanic
- ❖ **Surplus** – CVE walk-in freezer/refrigerator
- ❖ **Surplus** – Bus #4 (VIN 0860)

Heather Echavarria seconded the motion; it passed unanimously.

### **DISCUSSION/ACTION**

Superintendent Sweeney stated that at some point in the upcoming year Winter Lakes School would be split into a high school and an elementary school. A discussion took place as to the naming of the new elementary school. Further discussion and decision of a name other than Winter Lakes Elementary School was tabled.

### **MOVE INTO EXECUTIVE SESSION**

Misty Thrash moved the meeting into Executive Session at 7:27 p.m.

- ❖ **ORS 192.660(2)(e)** To conduct deliberations to negotiate real property transactions.
- ❖ **ORS 192.660(2)(i)** To review and evaluate the performance of the superintendent or any other public officer, employee or staff member, unless that person requests an open hearing.

Misty Thrash moved back into the regular Board Meeting at 8:15 p.m.

### **DISCUSSION/ACTION**

Cliff Wheeler made a motion to approve the following:

- ❖ Non-cash donations
- ❖ The purchase of UVCA is tabled pending additional information to be obtained by the business manager.
- ❖ The naming of the new elementary school is tabled for future consideration.

Heather Echavarria seconded the motion; it passed unanimously.

A discussion took place regarding changes to the superintendent's salary, benefits and contract. Steve Britton made a motion to approve the changes and the updated version of the contract. Jeff Cannon seconded the motion; Heather Echavarria, Matt Rowe, Cliff Wheeler, and Roy Wright voted yes. Matt Rowe voted no.

**STAFF/PUBLIC COMMENTS** – no public comment.

### **ADJOURNMENT**

Misty Thrash adjourned the meeting at 8:25 p.m.

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Approved