GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

BOARD MEETING

DISTRICT OFFICE

ZOOM IN BY USING THE FOLLOWING INSTRUCTIONS:

https://us02web.zoom.us/j/84282324813

Meeting ID: 842 8232 4813
Passcode: d6v9zw

WEDNESDAY, JANUARY 18, 2022
IMMEDIATELY FOLLOWING THE EXECUTIVE SESSION MEETING
BUT NO EARLIER THAN 7 P.M.

DOCKET OF BUSINESS

1.0 PRELIMINARY BUSINESS

1.1 Call to Order
1.2 Pledge of Allegiance
1.3 Agenda Review
1.4 Public Comment

2.0 REPORTS

Superintendent Report
2.1 Louis Dix – Superintendent
Administration Reports
2.1.1 Karen Shelton – Principal GU
2.1.2 Andy Lusco – Assistant Principal/Athletic Director GU
2.1.3 Shanna Northway – Programs Director GU
2.1.4 Janine Attlesperger – Principal Humbolt
2.1.5 Louis Dix - Seneca
2.1.6 Stacy Durych – Business Manager

3.0 NEW BUSINESS

2.2 School District Feasibility Study Update – Catalyst
2.3 GSD#3 District 21-22 Audit Report- Solutions CPA
2.4 7th Street School District Property Project-City of John Day
2.5 School Bus (2) order for 2024/2025
2.6 Credits Requirement for Graduation at GU
2.7 MOU approval for Certified Union Extra Duty Salary Schedule
2.8 MOU-Classified Emergency Subs Proposal
2.9 Delegate Board Members for Certified Contract Negotiations.

2.10 Budget Committee Update
2.11 Approve General Checking Account and Credit Cards be moved to US Bank

4.0 CONSENT AGENDA

4.1 Approve December 2022 Board Meeting Minutes
4.2 Re-Review November 2022 Board Meeting Minutes
4.3 Approve September 2022 Board Meeting Minutes
4.2 Accept Resignations
4.2.1 Lorie Dix – GU Academic Counselor
4.2.2 Denise Thomas - Humbolt Title I Teacher
4.2.3 Jamie Wright - GU Secretary
4.3 Accept Newly Hired Employees
4.3.1 Debbie Gibson - GU Janitorial/Food Service
4.3.2 Erin Beil - GU Special Education Secretary/Librarian
4.3.3 Trevor Knowles - GU MS Wrestling Coach

5.0 FUTURE AGENDA AND CALENDAR ITEMS

Feb. 15 .....Board Meeting
March 15.....Board Meeting
April 19.....Board Meeting
May 3 .....Budget Meeting
May 17.....Board Meeting
May 17.....Budget Meeting (Optional)
June 14.....Budget Hearing/Board Meeting
June 15.....Last Day of School

6.0 GOOD OF THE ORDER

7.0 ADJOURN

Board Packet posted on district web site at: https://grantsd3.schoolinsites.com/

Grant School District 3 does not discriminate in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The District also affirms its commitment to providing equal opportunities and equal access to its facilities. For additional information or assistance contact the District office at 541-575-1280, 401 N. Canyon City Blvd., Canyon City, OR 97820. For telecommunications relay services for the deaf, hearing or speech impaired call 1-800-735-2900.

2.1

Louis Dix
Superintendent

GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

January, 2023

Board Report – Louis Dix

Dear GSD Board,

Administration Update:

- We currently have our board secretary, Supt. secretary and communications specialist position posted. Please encourage anyone you believe would be a good fit to apply.
- Our webpage is currently being updated and maintained by Jesse Schaefer. She's doing a fantastic job and has been working on it almost daily. Thank you, Jesse.
- I was able to schedule a meeting for Karen and I to visit Crane High School, to look at their Health and Construction CTE programs.

Facilities and Grounds:

- I'm working with Dustin Wilson and Nick Green to put out RFP's for our security fencing, door handles, commons area for students at the high school, etc.
- Fencing – We'll be putting out an RFP for bids soon regarding security fencing, at all 3 schools. Janine and I met with the contractor last month to look at securing the front of Humbolt.
- Split Heating and Cooling System cost at GU – Approximately 300K. Stacy and I will be working with Nick Green to create an RFP/Bid process for this. We will be using ESSER funds to pay for this.
- Roofing projects for both Humbolt and Grant Union are moving forward.
- I've created a Maintenance Project Form – for our district to begin working on maintenance needs across the district. This form was created from our Board Work Session, where we visited buildings. I'll working with Both Admin and Dustin to begin working on these projects.

Grant Updates

- I'm meeting monthly with Mark Haliburton from our ESD on SIA, HSS and next year's Integrated Grant Process.
- Esser Update: Will be rewriting to address needs around: Safety Fencing, split heating and AC at the high school, creating suitable sitting areas at GU for lunch, commons area, and playgrounds.
- I'm very excited that our new Interactive Plasma TV's have been put in and are now working. Thank you to our custodial team and the ESD for getting this work done over Christmas break.

Staff/District Updates:

- I've begun the process of working with Cindy and the Union to establish a district evaluation system for our certified staff.

2.1 Cont'd

- We're beginning the state of Oregon's math adoption cycle. We've put together a math curriculum team to review the states adopted materials, watch publisher videos, possibly pilot and select next year's new math curriculum.
- Our Daycare and Preschool Director position is now open. Please encourage those you know who have this type of licensing to apply.
- We still have a few employment openings. We're still looking for two bus drivers, secretaries, bus garage mechanic, track coaches and a few Instructional Assistants. Please encourage anyone you know looking for work to apply.
- I drove to Burns and visited with the Paiute Tribal Council last month. We discussed Seneca's Mascot. They're going to reach out to their members for feedback and will let us know what their decision is.
- Jake and Chris, when you have the information regarding Dean Nodine, please send it to me.
- Certified Contract – Negotiations will begin soon.
- 2023-24 Calendar – We'll begin meeting in February to create and then adopt our 23-24 calendar.
- District Budget Committee work will begin soon. Look for more information regarding this.

2.1 Cont'd

Grant Union Projects

	Date Assigned	Projected timeline	Date completed	Estimated Cost/Quote
Security Fencing				
Key Replacement - Security				
Office Visibilty				
Leaky Roof				
Heating and AC				
Elevator/access to top floor (ADA)				
Water Structural Damage				
Paint				
Fire Alarm and Intercom System				
Electronic Doors				
Outdoor courtyard space and drainage				
Commons area inside				
Entry way and signage				
Pipes removed once new system in				
Working doors				
Emergency security system				
Entry Way Carpets - water safety				
Repalce roting/meldew ceiling tiles				
Windows - replace single pane				
Camera installation - entire school				
Carpet RM 9				

Humbolt Projects

Security Fencing				
Playground Imporvements				
Heating and AC				
Door Locks				
Foundation Falling				
Office Visibility				
Office Signage				

2.1 Cont'd

2.1. Cont'd

Working doors
Emergency security system
Entry way concrete replacement - safety
Entry way carpets - water safety
Roof around breezeway - safety, ice on concrete
Windows - replace single pane
Remove old heating system.
Walkway cover to SPED class

Seneca Projects

Fencing Security
Emergency security system
Concrete Stairs
gTGuters and paint

Priority
Medium Priority
Low Priority

2.1 Cont'd

2.1.1

Grant Union Junior/Senior High School
January 9, 2023

To: Superintendent Louis Dix and the Board of Directors
From: Karen Shelton, Principal

Student Achievement:

- We have had some staff changes. Lorie Dix resigned. Her last day of work was January 5. To support this gap we have come up with a few ideas:
    - Jennifer Smoot's intervention classes will cut down to 3 classes. We will pay her a zero period so that her prep is before school. This will mean she is available to students during lunch, AVID Advisory, and 4 periods a day.
    - Didgette McCracken will be providing 8 hours of support each week to our seniors with scholarship support. This is a huge gain for Grant Union.
    - Cindy Dougharity Spencer will also get paid a zero period to support students in credit recovery. Cindy has done credit recovery for the past two years in summer school so this will provide a smooth transition into summer school.
- Some planning for next year: We need to recruit math support. Mr. Dix has already registered for job fairs. Jennifer Smoot has a degree in psychology, background in social work, and is interested in being a counselor. I would love help support her in going back to school to do that. We could move her to Behavior Intervention and then fly an academic advisor position. This will mean we will also need to post an academic intervention position. This will provide students support for mental health, academic advising, as well as fill a gap for students who need a little additional support from the Covid gap.
- Ashley Armichardy is an EOU advisor who is housed at GU and spends Wednesdays here to provide student support.
- We are conducting interviews to fill the secretary positions at Grant Union this week.
- I will have semester 2 schedules completed by the end of the week.

Upcoming events:

- January 16: No School-MLK Jr Day
- January 23: Start of semester 2
- February 11-ACT for Seniors

Communicating with Stakeholders:

We continue to send home progress reports every three weeks. The media class continues to produce the mostly flyer and works with leadership to keep our social media presence active. Monthly flyers are sent through the mail, shared online, and added to social media. Senior scholarships are starting to come in, so all senior scholarships are added to our senior class page for seniors to access. Again, Didgette will be a great resource to support our students.

Safe and Secure Schools:

We have added a part time custodian/part time kitchen support to provide support for Natalie and our custodial team. I truly appreciate the boards support to make this happen. Items that continue to remain on the short list to be addressed: camera coverage, keypads for locks, alarms and intercoms. GU will be continue to conduct fire and lockdown drills so that students will have a clear expectation of how to handle emergency procedures.

2.1.2

Grant Union Junior/Senior High School
January18, 2023

To: Superintendent Louis Dix and the Board of Directors
From: Andy Lusco, Assistant Principal/Athletic Director

Student Achievement:

- Athletic Intervention for academics is nearing the end of the first term. We will have data to work with soon.
- I'm working to encourage our Academic Advisor and Behavior Intervention position to utilize a similar intervention system for our struggling students who are not athletes. We would benefit from these systems.

Communicating with Stakeholders:

- We are continuing to improve our use of social media, website, and school messenger to communicate changes to athletics.
- Our schedules have been updated with changes in real time for parents, coaches, and students. I'm working on a single schedule for the school/district to better coordinate across the district for Athletics and Activities.
- Attendance letters will go out at the end of the semester.
- I am working to be available to parents in a timely fashion. No message goes more than 24 hours without a response.
- Our Head Coaches met on November 9th and accomplished some important work.

Safe and Secure Schools:

- A review of the cameras and blind spots would be appropriate soon.
- We have doors that we cannot currently unlock. Strongly suggest we come up with a plan for keys and securing our doors.
- There are a few safety issues on the horizon in athletics that will come this year (Track runway/mat, jumps cover, baseball and softball fields need soil, well head on football field, and the gym floor water damage).
- Budgeting for the cost of repairs to facilities/playing surfaces would be appropriate for discussion and planning.
- The divider curtain has been delivered, cable is installed, and we are working on hanging it.
- Junior High basketball is practicing in the Madden Gym, padding has been delivered and we are working on installation.
- High school practices are done at or before 6:30 every night. Our students are home much earlier than in the past.

Upcoming events:

- League season has started for basketball.
- Girls Wrestling Districts on February 3-4.
- Boys Wrestling Districts on Feb. 10-11.
- Dance Statewide Competition 1/21.
- Junior High Girls Basketball started games on 1/13.
- High School Basketball Schedules are accurate on OSAA. Junior High Basketball, Junior High Wrestling, and High School Wrestling schedules are updated on the website also.

2.1.3

Grant School District #3

January 2023 Board Report

To: Mr. Louis Dix and Grant School District #3 Board of Directors
From: Shanna Northway, Director of Special Programs

Student Achievement: Meet or exceed state academic standards and develop strategies to meet graduation requirements for all students while supporting individual talents.

- TAG screenings will be conducted in late January for all third graders. Students who score in the 97th percentile or better will placed on a list for possible qualification. Scores from state assessments, as well as teacher and parent input will be considered in making placement decisions. We will continue to use the Naglieri Nonverbal Ability Test. This assessment comes recommended by ODE's TAG specialist, Angela Allen.

- TAG Plan is due to the state by May 1st and will be ready for board review and approval by the February Board meeting. I have set up a review meeting with Rhonda McCumber and Robyn Miller to look through the plan before submitting it to the board.

- The second quarter is nearing an end. Case managers are working to collect data to do our second round of progress reports for special education students.

- Dyslexia training modules have been purchased for 4 of our staff members. Holly Wick, Sena Raschio, Amy Martin, and Bre Apostle. Sena has finisher her modules and is working to complete her 6-week practicum. Amy is very close to being done with the course work. Both have reported that is has been a great training and have found things that would benefit our entire staff.

Communicating with Stakeholders: Communicate using a variety of means and media to keep the Board and community informed.

- The December Special Education Child Count (SECC) has been submitted for this year. We reported a total of 82 students on IEPs in the K-12 population. There are 12 students with active 504 plans district-wide. We have had 8 initial referrals since school started, with 4 of those qualifying for services to date. Our evaluation team is still working to complete the other 4 students testing.

2.1.3

- The Special Education Procedural Compliance Review will be conducted in January. The special education team comes together for this, and reviews files selected by ODE for specific procedural items. Historically, our team is very procedurally compliant, and it is good for us to go through this process as a reminder of specific paperwork protocols.

- The ODE Cyclical review was completed and submitted to the state on December 12th. A team reviewed 20 IEP files for 3 different protocols selected by the state. Overall are files are well kept and in good order. The team did identify a few areas of improvement: aligning accommodations in the students PLEP, aligning annual IEP goals with grade level common core content standards, and connecting annual IEP goals to at least one transition goal. We are waiting to hear back from the state on our report and may have to provide further documentation. Our program has been selected to report on abbreviated day in this next round of reporting. I am currently working to gather the needed documentation for that report.

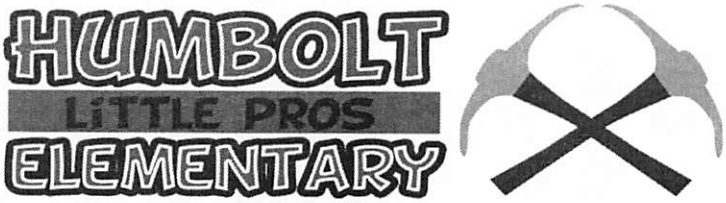
Budget: Provide a budgetary financial plan that supports a positive learning environment, encourages academic and technological excellence and maintains or improves district facilities.

- The special education team continues to do the most we can, while being fiscally responsible with our budgeted dollars. At this time. we are on track to have enough left in our budget lines to finish the year without any trouble.
- We have added a part time special programs secretary to support me as well as Andrea with paperwork and scheduling.
- Developed a SPED evaluation team to support the identification and qualification of special education students. (Robyn Miller, Amy Martin, and Marci Judd)
- We are still short one IA at Humbolt and currently do not have any applicants.

Safe and Secure Schools: Provide a welcoming culture where students are safe and cared for while maintaining the rigor expected of our students.

- I have started a round of classroom walkthroughs to provide feedback to both our SPED IA's as well as our SPED teachers. One of my focus points has been looking for a classroom environment that supports are students and their needs. Our staff continues to work to provide the best learning environment for all of our students.

2.1.4



329 NORTH HUMBOLT ST. CANYON CITY, OR 97820 PHONE: 541-575-0454 FAX: 541-575-3609

January 2023 Board Report for Humbolt Elementary School
Current Enrollment: 246

Board Priorities

- **Student Achievement**
  - Students were recognized for academic achievement and for character during Afternoon Assembly. The character trait for December was Caring.
  - Teachers continue to meet in Professional Learning Communities weekly. We provided differentiated professional development for PLCs during our January 6th training day.
  - Leadership team and committees have been meeting monthly to plan and implement school climate, curriculum adoption and training, fitness events, family nights, grounds improvements, student behavior, and school safety activities.
  - Self-Manager badges, PBIS rewards, and Running Club prizes and 100 Book Club trophies were presented during Afternoon Assembly. Perfect attendance awards will be given at the end of the semester.
  - We are working on mid-year assessments and data analysis. We will conduct round two of RtI in February to determine student progress and regroup MTSS/Challenge Groups to address present levels of performance.
  - Formal observations and mid-year goals meetings will take place in the coming weeks.
  - Interviews for a new Title I teacher are scheduled for this week.
  - Our curriculum team is beginning to gather feedback from staff on math curriculum. They are scheduled to review curriculum for math adoption at the ESD.
  - We held an essay contest "If I were Principal for the Day" in December. The winner was principal for a day where she made decisions regarding spirit days and purchased art supplies for students staying within a given budget.
  - Employment Intention surveys went out this week. So far 12 out of 20 certified staff have responded. 100% of respondents plan to remain teaching at Humbolt.
- **Communicating with Stakeholders**
  - Newsletters continue to go out to all staff weekly and families monthly.
  - We conduct certified staff meetings each contract Friday and classified meetings weekly.
  - Little Pro Postcards were sent home to recognize students' positive behavior.
  - We are continuing to share communications on social media to communicate with families and the community.
- **Budget**
  - We are working on creating itemized spreadsheets for all budgets.

2.1.4 Cont'd

- We have purchased two remedial math programs and a Family Engagement program for Title I. We are now in compliance with Title I curriculum and instruction.
- The boiler system went down again over Christmas break. We purchased two new parts and more space heaters to keep classroom temperatures above freezing.

- **Safe and Secure Schools**
  - We conducted an earthquake drill on December 13th. A fire drill is scheduled for January 19th.
  - Safety assessments and Safety Team meetings are held monthly.
  - We have secured a contractor to fully enclose our campus with secure fencing.
  - We have begun replacing mats to prevent slips and falls.
  - Marci Judd has completed her HS internship and is increasing her SEL lessons at the elementary level.
  - 5th and 6th grades have implemented daily Class Meetings as part of Restorative Justice to promote prosocial communication.

Recent & Upcoming Events

- 1/3: Grounds Committee Mtg.
- 1/4: Curriculum Team Mtg.
- 1/10: Fitness Team Mtg.
- 1/11: Safety Committee Mtg.; Leadership Team Mtg.
- 1/16: MLK Day-No School; PTA Mtg.
- 1/17: International Kid Inventors' Day; Running Club Awards; Classified Staff Mtg.; Sunshine Committee Mtg.
- 1/18: 3rd Grade Field Trip; PBIS Mtg.; Board Mtg.
- 1/19: Fire Drill; 100 Book Club Awards
- 1/20: Grading Day; Staff Potluck; Staff Mtg.
- 1/24: Running Club Awards; Classified Staff Mtg. ; Family Night Committee Mtg.
- 1/27: Book Swap/Movie Night
- 1/31: Running Club Awards; Classified Staff Mtg.
- 2/1: Curriculum Team Mtg.
- 2/2: IEP Day
- 2/6: January Character Awards
- 2/7: Running Club; Classified Staff Mtg., Grounds Committee Mtg.
- 2/8: Academic Student of the Month Awards for January; Safety Committee Mtg.; Leadership Team Mtg.
- 2/10: Teacher Work Day-RtI Mtgs.

2.1.6

Financial Report 01.18.23

Dear BOD,

It is amazing to realize I am already two months into my position as Business Manager. There has been a significant amount of time and effort invested just in transitioning into the position and gaining access to bank accounts, credit cards, ODE, State of OR, Grant Management systems, iVisions, Vendors, and more.

My first week started with the yearly financial audit of the district. The audit has just come to completion. The audited financials have been uploaded to ODE and you have a copy in front of you to review. During the audit process I learned that three schools/ESDs have their systems completely virtual and paperless. The auditors do not even need to be at the schools to audit. They simply have access to the iVisions account and a google drive and are able to accomplish their audit while sitting in their own office. My goal for the 2022-23 audit is for it to be completed virtually. I have been working with North West ESD to learn their processes for having a completely virtual audit. They have been a great resource.

I have visited First Community Credit Union where we have our general account, Old West Federal Credit Union where we still have active credit cards that we haven't been using, and US Bank where we currently have our student body accounts. We are in the process of moving our general account and our credit cards all to US Bank. They have a commercial government banking department that the credit unions are unable to offer. Moving our general account and credit cards to US Bank will give us the ability to deal locally for all our banking needs. Their credit card platform is much more user friendly and once it is open will allow the Business Manager to add cards, delete cards, increase and decrease credit limits and more without needing to go through a six week process at the bank. Their payroll platform is also easier to work with.

We are in the process of moving our iVisions program to their cloud (versus server) version. The ESD and all of the surrounding schools have already made this move. In addition we have added two modules. One is to process payments for Accounts Payable electronically. There will be a rare reason to print a paper check in the very near future. This will save on processing time, postage, and labor. Vendors will receive their payments faster. Everything will be digital and available to access online. The other module will streamline online shopping with vendors such as Amazon and Office Depot. This will be a significant savings of time for everyone. The online orders will be placed through iVisions so the saving of pdf's and the attaching of documents to the iVisions purchase requisitions will no longer be necessary. It will all be tracked within iVision. This will also save on reconciliation of orders and invoices to statements.

During the transition of the business manager position, there were four grants that expired before our reports could be filed and reimbursements could be requested. We were able to request the grants to be reopened so we could submit claims, file reports, and/or ask for rollovers. We have successfully submitted grant reimbursements for the K8 and HS Summer

2.1.6 Cont'd

Program Grant. The other Title grants are in the process of being rolled into the current fiscal year so we will be able to collect on them as well.

We have ordered the BoardBooks online program in order to streamline our Board Agenda and packets process. Everything will be housed in this program. Board members will have access to it from where-ever they are. We have also ordered 7 chrome books for the Board Meetings. We had hoped to have acquired 7 extras from GU but it was found that there were too many chromebooks in need of significant repair or were not repairable. GU just didn't have the extras to give up.

I have attended one Virtual OASBO training event my first day at the district office and will be attending a second training event live in Salem this upcoming Tuesday. They have been a wealth of information and I am so happy to have them as a resource. I have also really appreciated having Mary Jo Evers as a resource. She has shared a vast amount of her knowledge in a very short amount of time. She has spent one day with me here in John Day and I have made two trips to her office in Ontario for a total of four days. We have also exchanged numerous zoom meetings, phone calls, texts, and emails.

I have experienced for myself and noticed that many employees are working a significant number of hours of overtime. There are shortages of employees, open positions, employee transitions, employees exiting and this 22-23 year has seen a huge turnover of staff in all areas. We have lost a great deal of institutional knowledge. The effort and stress level is one that can only be held temporarily. It can't continue long term. We are currently not creating an environment promoting staff retention. This issue has to be addressed.

Sincerely,

Stacy Durych

Stacy Durych
Business Manager

2.3

GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

December 30, 2022

COPY

Office of the Secretary of State
Audits Division
255 Capitol St. NE, Suite #500
Salem, OR 97310

Plan of Action for Grant School District No. 3

Grant School District No. 3 respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2022. The audit was completed by the independent auditing firm Solutions, CPAs PC, John Day, Oregon.

The deficiencies are discussed below with the Action Plan listed for each.

1. **Significant Deficiencies in accordance with *Government Auditing Standards* – Segregation of Duties**

   Criteria: Custody, recording, and authorization functions should be segregated among different personnel over each significant transaction cycle, when possible, to provide adequate internal control for the prevention, detection, and correction of error or fraud.

   Condition and Context: Our evaluation of the district's internal control structure disclosed that the district does not have adequate segregation of duties. Accounting duties for main transaction cycles are concentrated on one individual which result in incompatible functions to provide proper segregation of duties.

   Cause: The number of district employees has been limited due to turnover at the district and changes made to transactional processes followed.

   Effect: Without separation of critical duties, accounting errors or fraud may not be prevented, detected, or corrected in a timely manner.

   Recommendations: We acknowledge that a complete separation of duties (such as treasury functions from accounting functions) is not possible due to staffing limitations. We recommend, however, that management review accounting positions and functions to identify specific duties that could be separated among the available personnel to achieve the strongest control possible under the circumstances.

   In order to achieve adequate segregation of duties the internal control structure will need to be distributed among all available employees, management, and the board of directors. Those whose duties have traditionally been limited to oversight duties will need to be involved at some level with the treasury or accounting function.

2.3 cont'd

With some thought and creativity, we are confident that the district will be able to identify specific areas where segregation should occur and the steps necessary to achieve this segregation. We are available to assist you in this process through analysis and training where needed.

Action Plan: Management understands the importance of segregation of duties and the need to address these matters in an informed, cost-beneficial way. As a result of our cost-benefit analysis we have determined the value of incurring the additional expense of hiring a staff person in order to provide additional segregation of duties does not justify the cost. We will however review our processes and attempt to identify ways to involve other employees and the board, where necessary, in order to improve our segregation. The board estimates that this plan will be implemented by June 30, 2023.

2. Material Weaknesses in Internal Controls Over Federal Program Requirements

Criteria: The system of internal control is the responsibility of the district's management, including the establishment of controls that can aid in the prevention or detection of material noncompliance with federal program requirements.

Condition and Context: The district provided incentive bonuses to employees under the Education Stabilization Fund program but lacked appropriate documentation to support secondary review or approval over the payments processed or to ensure compliance over federal programs. In addition, program draws showed inconsistencies in documentation of review and secondary approval. This deficiency is related specifically to the internal controls regarding federal program compliance.

Cause: The district lacked internal controls to ensure expenditures reimbursed through grant funding meet compliance requirements.

Effect: While noncompliance related to the program was not identified during testing, the lack of internal controls could result in material noncompliance.

Recommendations: We understand that it may not be practical to acquire or allocate the internal resources to perform all the controls necessary over compliance. However, we recommend that additional district resources be designated to develop policies and procedures to ensure compliance over federal program requirements.

The district could assign additional responsibilities amongst management to ensure that any extra or bonus payrolls that are processed receive secondary review and approval. A similar process could be implemented over the federal draw process. Alternatively, the district could involve the board of directors in material expenditures planned under federal programs. Board approval could easily be received and documented in the minutes kept for regular board meetings or through resolutions.

There are two key elements to implementing either of these recommendations; 1) The primary and secondary reviewer must have knowledge of the federal program requirements, and 2) The approval of the expenditure or draw must be documented.

Action Plan: The district has reviewed this finding and agrees with the recommendations. Policies and procedures will be reviewed and changed as needed to ensure compliance with federal requirements. The board estimates that this plan will be implemented by June 30, 2023.

Approved by Board of Directors on _____.

_____

Haley Walker, Board Chair

2.7

MEMORANDUM OF UNDERSTANDING
between
JOHN DAY SCHOOL DISTRICT #3
and
OREGON SCHOOLS EMPLOYEE ASSOCIATION

John Day School District #3 (hereafter referred to as the "District") and the Oregon School Employee Association (hereafter referred to as the "Union") in an effort to work collaboratively on the ongoing substitute shortage hereby agree to the following for the remainder of the 22-23 school year:

1) Current district employees that work shifts that do not fully overlap with the school day will be given the opportunity to be called in to substitute for classified staff on an emergency basis. Emergency substitutes will only be called after all other substitutes (per classified substitute list) have been contacted and declined the opportunity.

2) If a district employee is called to provide emergency substitute coverage they will be paid at their contracted hourly rate.

3) The employee will document the hours worked on their monthly time card, and indicate that those hours where earned during emergency substitute coverage.

4) District employees that are interested in covering a classified emergency substitute situation will need to provide their contact information to the human resources department at the District Office. Only employees that elect to be on the list will be called in emergency situations.

For the District:

_____

Louis Dix, Superintendent

_____

Date

For the Union:

Cammi Copenhaver

Cammi Copenhaver

11/22/22

Date

4.1

GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

BOARD MEETING

DISTRICT OFFICE

ZOOM IN BY USING THE FOLLOWING INSTRUCTIONS:

https://us02web.zoom.us/j/84282324813

Meeting ID: 842 8232 4813
Passcode: d6v9zw

WEDNESDAY, December 14, 2022
7:00 P.M.

MINUTES

1.0 PRELIMINARY BUSINESS

1.1 Call to Order

By Haley Walker at 7:01pm. All 7 Board Members in attendance.

1.2 Pledge of Allegiance

1.3 Agenda Review

Agenda Adjustment to move 4.0 Approve November 16, 2022 Board Meeting Minutes to before the executive session.

1.4 Public Comment

No Public comment

2.0 NEW BUSINESS

2.1 Public Hearing before the Local Contract Review Board to review the findings and receive public comment In The Matter of Exemption Request of Grant School District#3 Humbolt Elementary School Phase 2 Seismic Retrofit.

7: 03 pm Open Public Hearing. Motion by Chris Labhart and Alicia Griffin to open. Vote: Unanimous. Public Hearing now open. Open for public comment. No public comment in the room. Online: State your name and we will hear your public comment. No public comment online. Discuss banking with First Credit Union.

Colleen Robertson & Aaron Lieuallen motioned to close the public hearing. Vote: Unanimous. Motion carries.

Haley: Call for discussion.

Aaron: Aaron said he thinks CMG is the right move. Facts and findings are spelled out and clear. Listening to Matt previously…all previous projects of this magnitude have used this method. This method gets everyone involved upfront.

Haley: We have used this method in the past and were very successful. It's been a benefit.

Haley: No further discussion. Moved & 2nd. Vote: Unanimous. Motion Carries

Re-Open for public comment.

No public comment.

4.1 Approve November 16 Board Meeting Minutes
Moved to 2.2 in order to place before the executive hearing.

Alicia Griffin and Aaron Lieuallen move to approve the consent agenda.
Colleen Robertson asks to move to approve with the exception of grammar, spelling, and punctuation clean up (which will be re-reviewed at the January board meeting.
Haley: Motion to Revise motion to approve the minutes to include with the exception of grammar/punctuation changes which we will amend in the following board meeting.
Alicia Griffin & Colleen Robertson motion to approve revised motion. Vote: Unanimous.

Public meeting closed at 7:19 to move into executive session.

3.0 EXECUTIVE SESSION

3.1 ORS192.660 (2)(i) To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

Executive session opens at 7:20pm.
Executive session closes at 9:54 pm.

Re-entering into open session:

4.0 CONSENT AGENDA (moved to 2.2 see above)

4.1 Approve November 16 Board Meeting Minutes
Moved to 2.2 in order to place before the executive hearing.

7.0 FUTURE AGENDA AND CALENDAR ITEMS

Jan. 18.....Board Meeting
Feb. 15 .....Board Meeting
March 15.....Board Meeting
April 19.....Board Meeting
May 3.....Budget Meeting
May 17.....Board Meeting
May 17.....Budget Meeting (Optional)
June 14.....Budget Hearing/Board Meeting
June 15.....Last Day of School

8.0 GOOD OF THE ORDER

Chris Labhart inquires about sports Co-Op. Alicia Griffin states that the Co-Op renews every Aug 1st. Aaron Lieuallen gives reminder about serving Christmas lunch at the schools tomorrow. Merry Christmas! There is no more good of the order.

9.0 ADJOURN 9:55PM

Board Packet posted on district web site at: https://grantsd3.schoolinsites.com/

4.2

GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

BOARD MEETING

DISTRICT OFFICE

WEDNESDAY, November 16, 2022
7:00 P.M.

MINUTES

1.0 PRELIMINARY BUSINESS

1.1 Call to Order

-Alicia Griffin called the meeting to order at 7:00 pm. Other board members in attendance were Aaron Lieuallen, Chris Labhart, Jake Taylor, Colleen Robertson and Kelly Stokes. Haley Walker was absent. Superintendent Louis Dix was present. Business Manager Stacy Durych was present.

1.2 Pledge of Allegiance

1.3 Agenda Review

-Accepted as is. No change.

1.4 Public Comment

-No Public Comment

2.0 REPORTS

2.1 Superintendent's Report

-No Update on Talent Ed Recruit & Hire. District Office is still in need of a secretary/communications specialist. Please encourage people to apply. We will be using ESSR Funds and Covid Funds for all three schools for fencing needs and split heating and air conditioning units at the High School.

2.2 Administrators' Reports

2.2.1 Karen Shelton -Grant Union Jr./Sr. High Principal

Report stands as written. EOU hired Ashley Armecardy for high school students and she is housed at GU. This is great to promote college offerings. We are brainstorming how to share the word that we have advanced course offerings. Schedule will be shared this week with students. We have several of upcoming events. Tomorrow is Payday Potluck with the theme All Things Pie. Thursday @ 11:30 am.

2.2.2 Janine Attlesperger -Humbolt Principal

Report stands as written.

2.2.3 Andy Lusco -Assistant Principal/Athletic Director

Report stands as written.

2.2.4 Breanna Apostol-Seneca Head Teacher

Report as written. Upcoming events-PTA hosting family Thanksgiving 11.22.22 @ 6pm.Winter recital 12.08.22 @ 6pm. Come and enjoy.

2.2.5 Shanna Northway-Special Programs Director

Report stands as written. Shanna commented that they are still have one position open at Humbolt.

2.2.6 Stacy Durych-Business Manager

I have included a budget summary for each school and the district as a whole. If you have any questions please feel free to ask them and I will research and reply with answers in the next few days. I am excited to be here and still in the process of figuring the iVisions system out.

3.0 – Not Applicable

4.0 NEW BUSINESS

4.1 Childcare Committee Update

Elliot and Kit gave an update and a presentation. The vision is to improve upon child care options in Grant County. Excited for the opportunity to possibly partner with Grant School District. This partnership could open up parent options to be able to stay in the community. Looking at starting small and growing into something bigger. Starting with 18 preschool slots. Preschool Promise Grant funds could completely pay for a child if the family income is under the income level. Start up costs would create an initial deficit of approximately $20,000. Hiring a director would cost approximately $73,000 for a year. The hope is to replenish the deficit with grant funds in under one year however funding is not secure yet. We would need to hire a director to get the ball rolling. Child care is not a big profit center. It is a service. Louis stated that Cam at the hospital may have a way to help subsidize this. Lusco and Griffin commented on the workforce benefits for high school grads in child care and early childhood classes. Griffin stated If you build it, they will come.

Motion to move forward with hiring a director. Robertson moved and Taylor seconded the motion.

All in favor: Unanimous.

4.2 Board Members Who would be interested in volunteering to serve Thanksgiving and/or Christmas Lunch at GU or Humbolt?

Labhart volunteers for GU Thanksgiving and Christmas. Robertson volunteers for GU Christmas. Taylor volunteers for Humbolt Thanksgiving. Lieuallen volunteers for Christmas. Griffin volunteers for Humbolt Thanksgiving.

4.3 Looking to begin an Audit for our PLC and MTSS systems

Audit for our PLC and MTSS systems with ESSR money. Splits in GU for fresh air production. Creates healthier classrooms. 20% has to be spent on learning loss. Louis suggests baby stepping (Professional Learning Committee). John Hattie has a list of efficacies for education. The number one thing is PLCs. Audit would entail someone comes in to talk to staff, listen, give us an effective plan. Cost would be approximately $40,000. MTS. Our SPED number is 23%. The state average is 13%. Strong MTSS will help bring our numbers down. This will take a few years. Grant funding of $200,000 available.

4.4 JDEA Notice of intent to bargain a successor agreement with the District

This is the standard year for teachers to bargain and they are bringing their intent to do so. This is Cindy's 5th cycle. February the ground rules will be set and then go from there. Our union and school board members set in a room and work it out together. We are not bringing anyone in to help us with this. We both refer back to our legal guidelines. It is all done locally. We usually meet after school or an evening. The process is usually complete by early spring.

4.5 District Mascot

District Mascot change feedback was gathered by Lusco and Shelton. 12 students liked the new mascot. 4 students liked the old. Sports wanted a new mascot. Non-sports students wanted to keep the old. Labhart suggested that Alumni have the opportunity for input. Cindy stated that we are still prospectors. We are updating the image of the prospector. We are not changing the mascot.

4.6 Superintendent Goals and Progress - Determine date to review. Prefer Early December. Set date

December 7th meeting set.

4.7 Board Policy Updates

Move this to Jan agenda. Last time this was required by OSBA. They all have to change due to state law.

4.8 Quarterly Work Sessions to look at buildings, is this something the School Board would like to do?

It was decided that a quarterly walk through was not necessary. Lieuallen stated that a quarterly action plan meeting would be good.

4.9 Humbolt Seismic Local Contract Review Board- Matt Smith's cell #: 541-892-2315

Email: matts@zcsea.com

We are here tonight to approve the CMGC process to select our contractor to build Seismic Phase II.

Labhart motioned and Robertson seconded to move into contractor review board and open public hearing. All in favor: Unanimous. Alicia closed the school board meeting and moved into local contractor review board at 8:31pm. Aaron asked if the facts and findings were posted anywhere as they were not in the board packet. Alicia stated that we need to close the public hearing and reschedule it for December. A meeting was rescheduled for Wed Dec 7th at 7pm. Labhart motioned to close the public hearing. Lieuallen seconds. All in favor: unanimous.

Alicia: We are back to our regular board meeting. Public hearing closed at 8:38pm.

4.10 Board approval Banking

4.101 Adding signers Stacy Durych (Business Manager) and Mary Jo Evers (Contract Accountant) and removing signer Heidi Hallgarth,

Labhart motioned. Lieuallen seconded. All in favor: Unanimous

4.102 Moving Visa accounts from Umpqua Bank to First Community,

Taylor motioned. Robertson seconded. All in favor: Unanimous

4.103 Specify Permissions for who may sign loan documents,

Motion from Labhart. Second from Taylor. All in favor: Unanimous

4.104 Setting Credit limits for credit cards (Shelton, Lusco, Athletics, Special Education, Attlesperger, Dix, Durych (Total of all cards not to exceed $75,000)

Labhart motions. Second from Lieuallen. All in favor: Unanimous

4.105 Board approval to add Louis Dix, Stacy Durych, Karen Shelton to the US Bank Accounts for Grant Union.

Lieuallen motions. Taylor Seconds. All in favor: Unanimous

4.11 Board approval for increasing New Business Manager's professional development funds from $1,000 per year to $2,500 per year and a 1st year request of $3,500

Motion by Robertson. Second by Lieuallen. All in favor: Unanimous

4.12 Classified Contract Addition. Virtual Online Assistant Pay Scale.

Louis recommends a Classified Union Rep new line item for an online virtual assistant. This position would be approved for up to 5 hours of overtime per week.

Motion to add online virtual assistant position to the classified. Moved by Lieuallen and seconded by Labhart. Alicia acknowledges Heather's hard work.

All in favor: Unanimous.

5.0 CONSENT AGENDA

5.1 Approve October 19th Board Meeting Minutes **Not complete at this time. Minutes will be submitted at next board meeting.

5.2 Accept Letter of Resignation from GU CTE-Business Teacher – Stacy Durych

5.3 Approve District Business Manager – Stacy Durych

5.4 Approve Humbolt Special Education Instructional Assistant – Angelica Carpenter

5.5 Approve Humbolt Special Education Instructional Assistant – Kailey Heiple

5.6 Approve GU Custodian – Hadley Boethin

5.7 Accept GU Letter of Resignation from Academic Interventionist Teacher– Presli Webb

5.8 Approve GU Academic Interventionist Teacher – Jennifer Smoot

5.9 Approve Humbolt Special Education Assistant – Brianna Majors

5.10 Accept Letter of Resignation from District Communication Specialist – Paula Bartley

5.11 Accept Letter of Resignation from Humbolt Special Education Instructional Assistant Billie Radinovich

5.12 Approve GU CTE-Business Teacher – Kalli Wilson

5.13 Approve GU Special Education Instructional Assistant– Robert Hunt

Approve the consent agenda wit the exception of 5.1. Lieuallen motions. Second by Labhart. All in favor: Unanimous.

6.0 OLD BUSINESS

6.1 Follow-up Conversation with Prairie City

November 30th at 4:30 pm. Attending will be the Board Chair, Vice Chair, Superintendent of GU and Superintendent of Prairie. Intention is to work to build positive communication and relationship. Ideas to talk about are programs that could be worked on together.

7.0 FUTURE AGENDA AND CALENDAR ITEMS

Nov. 16.....Board Meeting
Dec 7th.....Public Hearing & Executive Session
Jan. 18.....Board Meeting
Feb. 15 .....Board Meeting
March 15.....Board Meeting
April 19.....Board Meeting
May 3 .....Budget Meeting
May 17.....Board Meeting
May 17.....Budget Meeting (Optional)
June 14.....Budget Hearing/Board Meeting
June 15.....Last Day of School

8.0 GOOD OF THE ORDER

Labhart stated that from Sept to Nov we gained 11 students.

Robertson shared that we lost an Alum and asked to take a moment to honor her.

Request to donate to Venmo vs GoFundMe.

Alicia stated we need to create a good village around our people. Love and support and hold up our people.

Cindy stated that we train staff for noticing. We need to figure out how to help older kids when they leave our school home. To have resources to help themselves and each other.

Alicia agreed and added to teach red flags and give tools to take with them.

9.0 ADJOURN

Alicia: Closed the meeting at 9:40 pm.

Board Packet posted on district web site at: https://grantsd3.schoolinsites.com/

Louis Dix
Superintendent

4.3

GRANT SCHOOL DISTRICT #3

401 N. Canyon City Blvd. • Canyon City, OR 97820
Phone: (541) 575-1280 • Fax: (541) 575-3614

BOARD MEETING

WEDNESDAY, September 21, 2022 • 7:00 P.M.
DISTRICT OFFICE

MINUTES

- **PRELIMINARY BUSINESS**
- **Call to order**
- **Pledge of allegiance**

Pursuant to notification of Grant School District 3 board of directors and news release to The Blue Mountain Eagle, KJDY and posted on the district web site. Haley Walker called the school board meeting to order at 7:00 p.m. Other board members in attendance were Aaron Lieuallen, Alicia Griffin, Chris Labhart, Jake Taylor and Kelly Stokes. Superintendent Louis Dix was present. Dr. Colleen Robertson and Business Manager Heidi Hallgarth were absent.

THIS MEETING WAS RECORDED. THE RECORDING IS ON FILE AT THE DISTRICT OFFICE.

- **Agenda Review**

5.15 Approve GU SPED Teacher – Wand Wenick

- **Public Forum**

No public comment.

2.0 REPORTS

2.1 Superintendent's Report

Dix apologized for the district website and district Facebook not being updated as well as it should be. Dix introduced Paula Bartley as his new secretary and district communications specialist and relayed that she will now be updating the social media sites. Colton from ESD has also been hired to temporarily support Paula in learning the platforms and being able to edit/update. He will come in every 2 weeks for a couple of hours. Dix has directed Paula and Colton to look at some other district websites formatting to assist in making ours more user friendly. Dix has also instructed them to start work on a district phone app to assist families with communication. Dix shared that the district suicide prevention plan has been reviewed by Intermountain ESD and the district attorney and with a few minor changes, the plan has been finalized and is now in place. Dix shared that we currently do not have someone certified/licensed to spray weeds on district grounds due to state regulations. Dix contacted Grant Soil & Water and they need a copy of the district pest management plan. He would like to contract with them to start spraying rather than relying on a district person. Dix is working with Mark from ESD who is the SIA grant liaison to transition from individual grants to one grant to encompass the entire district. They meet weekly to keep up on grant requirements and monthly to cover any changes. Dix officially welcomes Paula and encouraged others to introduce themselves. Dix has been working with Cindy Dougharity-Spencer on creating a plan for the certified staff evaluation process. Currently, the district has only the TalentEd program and no written-out plan/outline with areas to address. Dix is also meeting monthly with the certified/classified union representatives to strengthen the relationships. Dix would also like to thank administrators, teachers and staff for all the hard work with the large number of new hires.

2.2 Administrator Reports

2.2.01 Grant Union Junior/Senior High School Principal, Karen Shelton, said they are working really hard with the media class to try and integrate the students into information sharing. They will be creating all social media posts and flyers. Shelton believes this will contribute to really giving students a strong voice at GU. Shelton did a survey with the students to find how they think and feel and allow them to make suggestions on how to improve. She is encouraged by the results and will continue doing surveys to encourage the student voice in ideas. Shelton would also like teachers to have a strong voice, so teacher committees have been formed around areas that need improvement. Shelton shared that she has done past work with admin from Milton-Freewater on building safety/security. They have much older buildings and have recently done a complete overhaul to address safety/security concerns. One feature Shelton shared was a new bell system that can be used for an individual classroom or a succession of rooms. New camera systems have been installed at GU, but there are a few gaps. Dustin and Shelton are working on mapping to cover those areas and get some additional cameras.

2.2.02 Humbolt Elementary Principal, Janine Attlesperger, would like to thank the board for the mentoring program. It has been fantastic for Humbolt and has led to some great opportunities. They did some peer observations last week in K-2, a sub was in for one of the mentor teachers and then had the opportunity to be the mentor for some of her peers and vice-versa. Next steps are to plan peer observation days for grades 3-6. Coming to the end of final benchmark assessments, Friday morning training in Professional Learning Communities. Communications are continuing on Facebook and School Messenger texts/emails. Monthly family newsletters continue as well as weekly staff updates. PTA is very active on social media as well as volunteering and now have a bulletin board in the school lobby. Will be doing KJDY/Coffee Time on 10/14. Brenda is doing purchase orders for Humbolt staff to help with ordering. Security cameras are doing well. First fire drill is next week. Janine would like to have badge size lock down protocol so teachers could have them on their lanyards. Dental screenings were this week and de-escalation training is in the beginning of October. She would like several de-escalation trainings to cover all staff so everyone is familiar with the process.

2.2.03 GU Assistant Principal/Athletic Director, Andy Lusco, talked about the handbooks and the policies that are in them. Lusco said that the handbooks were updated and have now been rolled out to students and parents. They have just completed their first eligibility and resulted in substantially less students not being eligible. The handbook helped, and kids seemed to know where they were at and no surprises. Lusco feels that the new handbook and eligibility process may have solved a few problems in communication with students and parents about expectations. Lusco and his staff are trying hard to communicate quickly to parents about last-minute schedule changes. Access to Facebook and website have helped with that. Lusco relayed that the back to school BBQ being changed to the week before school started was a success and they had a great turnout. Lusco expressed concern about the mass of door keys with no corresponding door lock and door locks with no corresponding keys. Lusco would like to see a key log, but hasn't been able to locate one. Walker relayed that she has been speaking with Dix and ESD regarding an electronic access system. Dix, Walker, Lusco and Shelton all agree that the main concern is that it is a student safety problem.

2.2.04 Seneca Head Teacher, Brianna Apostol said that herself and Tina McCormick will be splitting the head teaching responsibilities. Brianna lives down here and will attend meetings in town and Tina lives in Seneca so will attend meetings there. Their team is introducing some new things to integrate students such as themed monthly class meetings. The September theme featured the circle of control (what you can/cannot control) and they did activities during the month to spotlight the lesson. The head team is also implementing reading buddies where the older students pair up with the younger students and read to them. Brianna and Tina are finishing up the student math and reading diagnostics to see where they students are at academically. They would also like to look at Seneca becoming a magnet school, possibly an outdoor school. They believe Seneca students are in a unique situation with low numbers and surrounded by history. Brianna, Tina and students expressed a big thank you to Dix and Natalie Weaver as now Seneca school is able to serve students breakfast!

2.2.05 Special Programs Director, Shanna Northway, told the board that she has had a busy month and they were really relieved to finally hire Wanda Wenick to help her and Andrea with the SPED programs. Wanda has 20+ years of experience in special programs as well as alternative schools. Northway expressed that Wenick's experience in de-escalation training will be a great asset to the district and students. Wenick will allow Northway and Andrea the time to lay out the much-needed individual specialized programs. Northway has been working with reporting requirements and who is responsible for what reports, due dates and where the gaps in reporting have been. Northway has been receiving training from Wendy on testing students for SPED and has meetings planned for more trainings to get up to speed on current testing protocols. Northway shared that each SPED student requires 6-10 hours of testing and each student has to be re-evaluated

every 3 years. She has been able to do observations on each teaching assistant to find areas of improvement. She committed to doing that for the new, green staff and is impressed and said it is going well. Northway has been working with ESD for de-escalation training to address areas of need within the new staff. She says she sees really positive changes at Humbolt and GU and has seen the Enrichment Labs really make a difference. Northway said Humbolt has historically had some animosity and toxicity in their program and they are meeting those challenges head-on and really making progress in commitment to change. Northway has been working with Janine and Louis on Title funding and understanding the process and using those funds completely and wisely. She is also impressed with the new Learning Lab curriculum at GU, both Math 180/Read 180 was expensive but very worth the money. Northway has also been getting TAG ILP's sent out with eligibility requirements. Northway has been putting much time into relationship building and having tough conversations that are necessary and has been rewarding. She was able to go up to Seneca and really appreciates that setting and wants to support the students/staff by having bi-weekly visits.

Haley Walker asked Northway to please explain the difference between an Enrichment Lab and a Learning Lab. Northway explained that an Enrichment Lab is for a student who is just below grade level and still attends a regular class, but is re-taught basic concepts to support them. A Learning Lab is where the student is not attending a regular class, but has a specific modification to the curriculum for them at their own level. Walker expressed thanks for the explanation.

Louis Dix asked Northway about the coffee machine in the school store. The machine has been broken, and Northway explained the repair cost and that they decided to just purchase another one. Northway also expressed that the store and coffee machine has provided a great opportunity for SPED and GENED students to learn career/job skills that they can take with them into life.

3.0 EXECUTIVE SESSION

3.1 The Grant School District #3 Board adjourned into executive session at 7:45PM pursuant to ORS 192.660(2)(f) – Review of Confidential Information. The minutes were taken by attorney Rebekah Jacobson and are located in her file as they are attorney-client privileged. The Board adjourned out of executive session at 8:07PM.

4.0 NEW BUSINESS

4.1 SIA Annual Report Update

Louis Dix handed out SIA funding report to board members and expressed monthly meetings with Mark at ESD to fully understand SIA funds and how they work. The federal funds have gone largely unused, is budgeted, and must be spent by the end of September or it goes back to the federal government. The district currently has $100K to spend, Andy Lusco had suggested to buy district/prospector shirts for each student and staff member, so 613 shirts were ordered to spend some of the funds. Dix relayed that the remainder of the funds were spent on new, interactive big screen televisions for classrooms. Dix is hoping to spend some HSS funds to get a screen for every classroom in the district. Wall mounts need to be installed and training will be provided by the television manufacturers.

4.2 Nominate Chris Cronin for OSBA Board Position 1

Haley Walker asked for a motion to nominate Chris Cronin for OSBA Board Position 1. Stokes made a motion to nominate Chris Cronin for OSBA Board Position 1, Griffin seconded, motion carried unanimously.

4.3 OSBA Conference – Portland, OR Nov 11-13

Haley Walker expressed the value of attending the conference and the education included. She encouraged everyone who can attend to do so. Several board members expressed interest in going. Dix asked that those who are interested to please let Paula know as she will be making reservations and lodging fills up quickly.

4.4 District Mascot

Louis Dix shared that there are five different mascots representing our district. He thinks this is confusing and would like to consolidate and have a new, single district mascot. Dix has contacted Brenna Desjardin with Painted Sky and Straws of Gold people to create a new district design. Karen Shelton expressed agreement with the single mascot idea and says she believes it will create comradery between the schools and a "Prospector for life" mentality. Dix expressed Seneca and Humbolt being the Lil Prospectors, and there are some cultural issues with Seneca retaining the Indians mascot. He is working on the Indians issue, but ideally would like the district logo to be the pick axes and the prospector to be the mascot. Bre from Seneca expressed concern that any changes made would need to have Seneca community involvement. Dix assured Bre that, if that was the decision, a public meeting in Seneca would be scheduled. Walker reiterated that the seven board members would not be making any decisions for any of the schools without community involvement.

4.3

4.5 Administrative Contract Negotiations 2022-23

Dix passed out the current negotiation document and opened discussions regarding administrative contract negotiations. He indicated that the current document includes retroactive pay and a $3,000 bonus and reminded everyone how extremely hard every administrator has been working in trying to improve their building and students. He is very proud of all staff. Dix has also included a $2,500 professional development bonus so administrators can choose what education opportunities they would like to attend. Salary increases/steps include COLA consistent with teacher salaries as well as the benefit structure. Dix relayed that the bonus/retroactive pay would be included in the next paycheck. Walker asked for any questions, discussion or a motion to approve. Lieuallen asked Dix if this package now made us competitive with other districts of our size. Dix said that we are now about average, some below, some above.

Robertson moved to approve Administrative Salary Changes for the 2022-23 school year. Lieuallen seconded, motion passed with 6 for; 0 opposed.

5.0 CONSENT AGENDA

5.1 Approve August 17 Board Meeting Minutes
5.2 Accept Letter of Resignation from Humbolt Title IA Assistant – Tonya Fulton
5.3 Hire Spring Coaches
5.4 Approve Humbolt Instructional Assistant – Kassandra Helmricks
5.5 Approve Humbolt Instructional Assistant – Dixon Apostol
5.6 Approve GU Jr. High Football Coach – Brian Broaddus
5.7 Approve Humbolt Kindergarten Teacher – Stacy Broaddus
5.8 Approve Humbolt Instructional Assistant – Kendall John
5.9 Reverse Previous Approval of Retire/Rehire for Humbolt Instructional Assistant- JoAnn Humphrey
5.10 Accept Letter of Resignation from GU Varsity Volleyball Coach – Shanna Northway
5.11 Approve District Communication Specialist – Paula Bartley
5.12 Approve GU Jr. High Cross-Country Coach – LeVana James
5.13 Approve GU Dance Coach – Ashley Romero
5.14 Approve Humbolt SPED Instructional Assistant – Taysha Frank
5.15 Approve GU SPED Teacher – Wanda Wenick

Lieuallen moved to approve the Consent Agenda. Taylor seconded. The motion passed with 6 for; 0 opposed.

Walker would like to recognize Wanda Wenick. The district office needed office help and Wenick showed up, has subbed for the district and is now taking on the GU SPED position. Walker believes Wenick is "all about the kids" and is "all in" for our school district. Walker would like to personally thank her for her stepping up for the district.

6.0 OLD BUSINESS

6.1 Long-Range Facility Plan

Nick Green relays that there is an expert team in designing schools, site selection and civil engineering working for the district. Although decisions were made at the end of the last leadership tenure, and this team is new, he is open to any questions regarding funds, scope of work, project milestones, etc. Walker stated she had received a current status from Catalyst and that it was nice to get an update firsthand. Green said he wants to continue to do that monthly to keep people updated. They are currently evaluating sites and the goal is to have a site selected soon with a school design to fit the site. Green feels strongly that it is our responsibility to pick a site and plan a design with the worst-case scenario in mind. In his opinion, that would be another flooding event at Grant Union. Green shared that FEMA would only replace 75% of the loss, and any rebuilding efforts would be subject to floodplain standards that are extremely expensive. He doesn't see a viable strategy for re-directing the water during flooding. He also believes that federal funding is available to assist in the project. Regulatory relief is available and Green is working to remove prevailing wage rates to make the project more affordable. Green stressed being intentional about site selection and building design. Green is not aware of an emergency plan, recognizes the need for maintenance and wants to look forward in safety and security. He believes in the mantra "warm, safe and dry" and thinks we are failing with our current school.

Dix expressed appreciation for Green's work in getting us funding for the new roof at GU and the new heating/cooling system at Humbolt.

6.2 SRO Intergovernmental Agreement with the County

Dix relayed that after talking with the undersheriff, there not enough personnel at the county level to support an SRO at this time. The county is at least a year out before they could consider it. At that time, the current documents signed by Bret Uptmore would be expired, so the district would have to begin the process again. Lieuallen asked is we want to consider other options at this time or table the discussion altogether. Walker relayed there has been some discussion regarding retired law enforcement officers for some kind of security presence.

6.3 Follow-up Conversation with Prairie City

The board had asked Dix to reach out to Prairie City to see if collaboration was a possibility. Prairie has a strong FFA program, GU has a strong auto shop program. Dix has emailed the Prairie Superintendent twice with no response, so he has no update at this time. Robertson suggested maybe reaching out to Lindy Cruise, the Prairie FFA person for a response as Lindy has been really supportive between the schools. Walker said that if Dix is not getting a response from the Superintendent maybe she should reach out to the board chair about collaboration. Robertson thinks it is important to include the pertinent teaching staff as well as the administrators as no one person can make the collaboration decision. Walker agreed and said the intent is to collaborate and send administrators back to staff to ask the questions. Dix agreed to reach out to the Superintendent again and if he receives no response, Walker agreed to reach out to their board chair.

7.0 FUTURE AGENDA AND CALENDAR ITEMS

Oct. 19 .....Board Meeting
TBD .....OSBA Fall Regional
Nov. 10-12 .....Annual OSBA Convention
Nov. 16 .....Board Meeting
Jan. 18.....Board Meeting
Feb. 15 .....Board Meeting
March 15.....Board Meeting
April 19.....Board Meeting
May 3 .....Budget Meeting
May 17.....Board Meeting
May 17.....Budget Meeting (Optional)
June 14.....Budget Hearing/Board Meeting
June 15.....Last Day of School

8.0 GOOD OF THE ORDER

Lieuallen said he appreciates the communication efforts and it is being noticed. He's heard several positive comments. He said he saw subbing paperwork come home with his kids and he was glad to see that.

Robertson is grateful for the hard work and for those who are making it such a great place to raise kids. She is proud of the efforts towards kids who are not college bound, as her son is a career welder and loves his work.

Stokes is also very grateful for his kids' education in our district with 2 of his kids attending/graduating college. He attributes that to the great teachers our district has.

Jake met with the Seneca staff and that's where his daughter got her start. He is grateful for the staff who got her off to college and now has a kindergartner starting at Humbolt. He is proud that everyone is still here and working hard.

Alicia expressed big thanks for all those who wear many hats and recognizes we are spread thin. As a parent, she loves the communication and is comfortable with all the welcoming, open atmosphere to talk with the staff.

Dougharity-Spencer expressed thanks to the board on behalf of the mentoring project. They got additional days and that helped the new teachers hit the ground running. She feels like the district really supports the program.

Walker thanked schools for allowing her in to observe. She reminded others to do their SafeSchool training by month end. She pointed out that Dix is very much a thinker/doer and she sees the entire administrative staff as self-motivators and everyone seems to be on this mission to be better and she thinks it's a beautiful thing to watch!

4.3

10.0 ADJOURN

Walker adjourned the meeting at 9:17pm.

_____ September 21, 2022
Haley Walker
Chairman

_____ September 21, 2022
Louis Dix
Superintendent

PLEASE SIGN IN

Grant School District #3
– District Office

1/2

BOARD MEETING – 7:00 p.m. ~~/ 04/18/2023~~ 01/18/2023

Check if You Wish to Address the Board During Public Forum	NAME	TOWN and/or REPRESENTING
☐	Kitman Kienzle	Canyon City
☒	Cody Wilson	Mt. Vernon
☐	Mitch Wilson	Mt. Vernon
☐	KELLY KIRBY	JOHN DAY
☒	Ken Kirby	John day
☐	Jody Montoya	John Day
☐	Cammi Copenham	John Day
☐	kassimiller88@gmail.com Kassi Helmricks	John Day
☐	Cindy Dyk	Canyon City
☐	Trevor Kowalczyk	Prairie City
☐	Charlene Morris	John Day
☐	Amanda Gibbs	John Day
☐	ZAC BAILEY	CANYON CITY

PLEASE SIGN IN

Grant School District #3
– District Office

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BOARD MEETING – 7:00 p.m.

01/18/2023

Check if You Wish to Address the Board During Public Forum	NAME	TOWN and/or REPRESENTING
☐	Lorie Dix	Canyon City
☐	Heather Rookstool	John Day City Mayor
☐	Tina McCormick	Seneca School
☐	David Holland	John Day
☐	Clint/Etaile Benge	John Day
☐	Nikki Green	John Day
☐	Anna Field	Prairie City
☐		
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