

Board of Director's Meeting

Minutes-December 8, 2021

OPENING BUSINESS

Opening business called to order by Vice Board Chair Hagerty at 6:00 p.m.

There were no requests for Public Comment on the Executive Session topics.

Convene to Executive Session Pursuant to ORS 192.660: Executive Session topics pursuant to ORS 192.660(2)(i)

EXECUTIVE SESSION

The Board moved to Executive Session in the K8 computer lab.

OPENING OF PUBLIC SESSION

The Public Session was called to order by Vice Board Chair Hagerty at 6:30 pm. Vice Board Chair Hagerty led the Pledge of Allegiance.

Attendance:

- X - Annis Leslie
- X - Shane Stuart
- X - Diane Boisa
- X - Bill Hagerty, Vice Board Chair
- X - Misty Wharton, Superintendent
- X - Ken Richwine, High School Principal
- X - Megan Kellow, Special Programs Administrator - **Zoom**
- X - Chad Holloway, District Facilities and Alternative Education Administrator
- X - Diane Wilkinson, Early Learning Center Director - **Zoom**

Patrons, Students and Staff: Sherry Hartford, Doug Keller, Linda Fielder, Daniel DiCrispino, Amy Gianella, Raquel Hays, Justin Hartford, Lauren Stuart, Jill Wilkinson, Melanie Merryman, Heather Brwon, Mark, Brad Turano, 503-812-6581, Andre Schellhaas, Kristina Albin, Colin Stapp, Ahndrea Sousa, Keith Serven, Kathleen Serven, Lori Baker, Sydney Leja, Nancy Gardner, Mark Cavatoda, Kim Cavatoda, Danny Maddox, Tracy J., Robin Rich

Approval of Agenda – December 8, 2021

MOTION: Diane Boisa 2nd: Annis Leslie AYES: 4 NOES: 0 ABSTAIN: 0

COMMUNITY/SCHOOL PRESENTATIONS

Danny, a student at Nestucca High school, shared with everyone that the student body is doing very well. Danny stated that on November 19th they had their Homecoming dance and were able to raise quite a bit of money. He shared that the students have decorated the commons and it looks very good. Danny also shared that next week is spirit week and the students are looking forward to that. He stated that in January the student body is planning on a formal dance that will be “under the sea” themed.

SPECIAL REPORTS

Brad Turano, from Pauly, Rogers and Co., P.C., shared with the Board and community Nestucca Valley School District’s audit for the 2020-2021 school year.

Mr. Turano went over the purpose of the audit. The audit was conducted using sampling, inquiries and analytical work to opine on the fair presentation of the basic financial statements and compliance with:

- generally accepted accounting principles and auditing standards
- the Oregon Municipal Audit Law and the related administrative rules
- federal, state and other agency rules and regulations related to expenditures of federal awards

Mr. Turano shared the results of the audit, which he added looked good. The results of the audit were as follows:

1. Audit opinion letter – an unmodified opinion on the basic financial statements has been issued. This means we have given a “clean” opinion with no reservations.
2. State minimum standards – We found no exceptions or issues requiring comment, except as noted on pg. 54 of the financial report.
3. Management letter – No separate management letter was issued.
4. Federal Awards – We found no issues of non-compliance and no questioned costs. We have responsibility to review these programs and give our opinion on the schedule of expenditures of federal awards, and tests of the internal control system, compliance with laws and regulations, and general and specific requirements mandated by the various awards.

Lastly, Mr. Turano went over the best practices. He stated that they don’t expect people to be perfect but there were a couple findings to manage, both of which were not significant deficiencies. Best practices were as follows:

1. Fidelity Insurance Coverage

Cash balances exceed fidelity (employee honesty) insurance coverage of \$100,000. While this may be an appropriate level of coverage, we recommend each year that the Board determine if this is an acceptable level of risk based on the potential loss due to the coverage amount.

2. 403(b) Compliance Requirements

The Internal Revenue Service (IRS) has published 403(b) regulations providing guidance on several administrative compliance requirements. A third party has been contracted with to outsource compliance with these requirements. Noncompliance subjects the District to potential penalties and fines. Since the third party provider does not provide the District with a SSAE 18 service provider report or internal control report covering their operations, we recommend that the District monitor current practices to determine compliance with accountability requirements for the Section 403(b) plan and consider the sufficiency of documentation received from the third party vendor to reduce the District's risks in this area. The District should also consider being named as an additional insured on the vendor's insurance policies.

Overall, Mr. Turano said it was a very clean audit. He said it is exactly what you would want to see in a financial audit.

Diane Boisa asked Superintendent Wharton if they will be doing anything about the two best practices? Ms. Wharton said yes, they will be addressing both recommendations. Ms. Wharton thanked Mr. Turano and the rest of the staff at Pauly, Rogers and Co., for all their hard work.

PUBLIC COMMENT

Vice Board Chair Hagerty offered public comment for anyone who would like to speak. There were no requests for comment at this time.

CONSENT AGENDA—consolidated motion

- Board Minutes from the November 10, 2021 Board Meeting
- November 2021 Financial Report
- Ratification of Employment

MOTION: Annis Leslie 2nd: Shane Stuart AYES:4 NOES: 0 ABSTAIN: 0

ACTION DISCUSSION

- **Recommendation**: Approve appointment of new Board member.

Vice Board Chair Hagerty thanks all applicants for applying for the open Board position. He added they were all good candidates. Mr. Hagerty shares that the Board has chosen Linda Fielder as the newly appointed Board member.

MOTION: Annis Leslie 2nd: Shane Stuart **AYES: 4 NOES: 0 ABSTAIN: 0**

At 6:42 pm, Vice Board Chair Hagerty reads the oath of office as Linda Fielder repeats, becoming the next Board member. The Board congratulates Linda and she thanks the Board for their nomination.

- **Recommendation**: Approve the pursuit of an Oregon Health Authority grant that provides for the one year planning process for identifying the needs of a School Based Health Center and subsequently provides funds for establishing an SBHC.

Mr. Holloway and a variety of community stakeholders have been in the planning process and working to prepare a grant application. Mr. Holloways states that the part of the grant would be \$30,000 and if accepted, the second part of the grant would be \$60,000.

Mr. Holloway said that he has been talking to the Health Department, Adventist Health and Tillamook Family Counseling, all of which are very excited about a possible School Based Health Center. All agree there is a need for good, accessible health care. He states it will be a long process.

Mr. Holloway states that they have recently gone to look at a School Based Health Clinic in Neahkahnie and that they average seeing six students each day.

Mr. Stuart asked where they would put the clinic? Ms. Wharton replied that it would fit on the K8 campus and that they really only need 200 square feet or less.

Mr. Keller asked if the clinic would see kids and give out pills without parental consent? Ms. Wharton replied that due to this being at very early stages of planning, she could not answer that question.

MOTION: Shane Stuart 2nd Diane Boisa **AYES:5 NOES: 0 ABSTAIN: 0**

- **Recommendation**: Approve – Adopt amendments to policy ACB and ACBR

Ms. Wharton shared that this update is a result of changes made by the Oregon Legislature and the Oregon State Board of Education over the past several months. The House Bill 2697 (2021) takes effect on January 1, 2022. OSBA has encouraged Boards to delete current versions and replace the policy and AR with these new versions prior to that date. Ms. Wharton explains that we have had this as a pre-existing policy.

Diane Boisa adds that she does not like that it was such short notice.

MOTION: Annis Leslie 2nd Shane Stuart **AYES: 5 NOES: 0 ABSTAIN: 0**

- **Recommendation:** Approve – The pursuit of an establishing 501C3, Nestucca Career Technical Education Foundation.

This would grant the administrative team the ability to enter into our next phase of providing advanced experiences for our students in the trades. This would allow for eligibility for grants at the Beaver campus.

MOTION: Shane Stuart 2nd Diane Boisa **AYES: 5 NOES: 0 ABSTAIN: 0**

- **Recommendation:** Approve – The construction of a new artificial turf Football field and eight lane track, by contracting with Field Turf/Tarkett with a 2.4 million budget.

Field Turf/Tarkett is part of the state of Oregon cooperative procurement process. Our current track and field are in need of repair/replacement to meet OSAA’s changing safety guidelines for concussions. Ms. Wharton explained that the High School would be moving from a six lane track to an eight lane track. In regards to turf fields, Ms. Wharton shares that it will be costly up front but will be much cheaper in the long run to maintain. This is the same company that completed the fields at the K8 campus. Ms. Wharton said this came in at a 2.4 million estimate and that these are not bonded funds. They will need to commit to the company to reserve their time slot for the work. With an eight lane track she explained, they would have the ability to host district meets.

MOTION: Shane Stuart 2nd Annis Leslie **AYES: 5 NOES: 0 ABSTAIN: 0**

- **Recommendation:** Approve – Reschedule the January Board of Directors meeting to Wednesday January 19th, at 6:30 pm, with at work session to begin at 5:00 pm.

This change in dates is to accommodate the facilitation of the superintendent evaluation.

MOTION: Diane Boisa 2nd Linda Fielder **AYES: 5 NOES: 0 ABSTAIN: 0**

INFORMATION/DIRECTOR QUESTIONS

Superintendent Wharton thanked Steve Parks, parents, students and staff, for the wonderful way they handled the bus accident that occurred on November 19th, 2021.

Ms. Wharton said the school's mitigation practices are working. Recent positive cases seem to be from outside of school related gatherings. She said it is possible that we will be able to move away from CDL after the holidays, if the numbers are staying down.

Ms. Wharton shared, this Friday the Health Department will hold another vaccine clinic in the small gym.

Ms. Wharton explained to facilitate her evaluation as Superintendent, the Board of Director's meeting and her evaluation will be rescheduled for January 19th.

One of the Board members and herself will go over Board Governance protocols with Linda to get familiar with the systems.

In the future, Ms. Wharton said the Board meetings will always have a Zoom option and anyone who attends in person, will wear a mask. It is policy as a school district to wear a mask. If someone shows up to a Board meeting and refuses to wear a mask she explained, they will close the meeting.

Diane Boisa asked how long do they anticipate having to wear masks? Ms. Wharton answered at least through March.

Vice Board Chair Hagerty thanks the administrative team and all the staff for all they do.

FURTHER BUSINESS

With no further business, Vice Board Chair Hagerty adjourned the meeting at 7:05 p.m.