

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**July 10, 2019**

**Art Houghtaling, Superintendent**

**503-787-3521**

**The Falls City School Board will meet Wednesday, July 10, 2019 at 5:00 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.**

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**REGULAR BOARD MEETING – OPEN TO THE PUBLIC**

Vice Chair Davis opened at 5:10 pm

**Board Members in attendance:**

Brett Davis, Vice Chair

Larry Sickles, Director

Jami Kidd, Director

Shanda Yother, Director

**Staff Members in Attendance:**

Art Houghtaling, Superintendent

Donna Creekmore, Admin Assistant

Micke Kidd, High School Principal

Amy Houghtaling, FACES Coordinator

**Audience Members in attendance:**

Amber Houghtaling

Flag Salute

No additions or amendments to the agenda

**Pursuant to ORS 3632.040 – Elect a Chairperson and a Vice Chairperson, actions were taken as follows:**

Motion made by Director Sickles to elect Bob Young, pending his acceptance, as the Board Chairperson for the 19/20 school year. Approved with stipulation.

Bret Davis – aye

Jami Kidd – aye

Larry Sickles – aye

Shanda Yother – aye

Motion made by Director Sickles to elect Bret Davis as the Board Vice Chairperson for the 19/20 school year.

Bret Davis accepted the nomination. Approved as presented.

Bret Davis – aye

Jami Kidd – aye

Larry Sickles – aye

Shanda Yother – aye

Recognition of, and comments from, audience members/citizens

**INFORMATION & DISCUSSION ONLY**

1. Strategic Goals for 2018-19: Reminder
2. Job Descriptions:

*Administrative Assistant/Board Secretary:* So far there has been only one applicant, Donna Creekmore. If no one else expresses an interest by July 31<sup>st</sup>, Donna Creekmore will be appointed to that position. If additional interest is made, interviews will be necessary.

Discussion on what exactly is the position. The position will cover the Business Manager duties not covered by LBL.

Jennifer Handy from LBL will be on site on Tuesdays and Thursdays. Last year LBL handled Payroll and Budgeting for \$55,000. This year, adding the additional Business Manager duties which includes: State Reporting, Grant Draws, State School Funds Access, Accounting pieces behind the scenes, will increase this expenditure to \$109,000. Ms. Handy has a strong accounting background.

Administrative Assistant/Board Secretary will be other support including: Board Secretary, Conference Arrangements, Communicating with the Board, Compiling Board Packets, Attending Board Meetings, Notifying the Paper, etc. She will also continue ODE Reporting, Foodservices Reporting, and Admin Support. Administrative Assistant/Board Secretary more will not have a supervisory role.

There will be a meeting between Mr. Houghtaling, Mr. Kidd, Natascha Perkowski, Donna Creekmore, and Jennifer Handy to discuss specific break down of assigned duties.

Discussed having Mrs. Perkowski continue to handle AP, but to include the actual printing of checks.

Mr. Houghtaling expressed that he sees it as at least a 2 year position, more if needed, to train into the Business Manager position. He would like to see that position served in house in the future.

Director Kidd pointed out that many districts use an ESD for their Business Manager duties.

This position will start at \$18.00 per hour the first year, we may look at making it an exempt position after that.

Discussed that Contracts are only required for certain positions, all others are a Notice of Assignment.

Vice Chair Davis asked by we contract with LBLED instead of WESD. Discussed cost/services benefits to being with LBL. Director Kidd pointed out that LBL also uses Infinite Visions, which is a superior Accounting software.

*Website Webmaster* – Updates Calendar, Posts Board Minutes, Posts Events, etc.

So far there have been 3 interested responses. All teaching staff.

3. OSBA Conference confirmation: Vice Chair Bret, Director Kidd, Director Yother, and Interim Board Secretary Creekmore will be attending. Discussion on changing the accommodations from Hotel Rooms to an Airbnb was agreed on by all.
4. Organizational Resolutions 1920-001 – 1920-013: Discussion  
1920-007: Discussion to add Micke Kidd as a signer to the Oregon State Credit Union account. This would be helpful in case someone isn't available. As well as being able to sign checks for Houghtaling's.  
1920-008: Can be signed by several people, including: Art Houghtaling, Micke Kidd, Jennifer Handy, and Donna Creekmore.

## **ACTION ITEMS**

1. **Approve minutes**  
Motion made by Director Kidd, seconded by Director Sickles. Vote: all eyes. Approved as presented.
2. **Approve Administrative Assistant/Board Secretary and Website Webmaster job descriptions and pay.**  
Motion made by Director Sickles, seconded by Director Yother. Vote: all eyes. Approved as presented.
3. **Acceptance of Billie Davis' education leave.**  
Motion made by Director Kidd, seconded by Director Sickles.

Discussed there not being a conflict of interest because there is no monetary value attached to this decision, therefore there is no need for anyone to abstain from the vote. However, declaring a possible conflict is good business practices.

Vote: all ayes, with Vice Chair Davis' stipulation that there may be a possible conflict. Approved.

**4. Acceptance of Cindy McGinnis' resignation**

Motion made by Director Sickles, seconded by Director Kidd.

Discussed Mrs. McGinnis' exit interview. Mr. Kidd read an email she sent to Chairperson Young.

Vote: all ayes. Approved as presented.

**5. Organization Resolutions**

- RESOLUTION 1920-001: Appointment of Budget Officer
- RESOLUTION 1920-002: Appointment FCSD Service Officers
- RESOLUTION 1920-003: Appointment Agent of Record, Property and Liability Insurance
- RESOLUTION 1920-004: Appointment Agent of Record, Workers' Compensation Insurance
- RESOLUTION 1920-005: Appointment Agent of Record, Employee Benefits
- RESOLUTION 1920-006: Selection of Investment Depositories
- RESOLUTION 1920-007: Appointment of custodian of funds
- RESOLUTION 1920-008: Authorization to Sign Contracts
- RESOLUTION 1920-009: Appointment of Auditor
- RESOLUTION 1920-010: Appointment of Legal Counsel
- RESOLUTION 1920-011: Determine amounts of Blanket Crime Coverage
- RESOLUTION 1920-012: Selection of Official Newspaper
- RESOLUTION 1920-013: Appointment of the Elections Officer

Motion made by Director Sickles, seconded by Director Yother. Vote: all ayes. Approved with the changes discussed.

**GOOD OF THE ORDER**

None

**ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, August 19, 2019.

Executive Session at 5:30 pm.

Regular Session at 6:30 pm.

Vice Chair Davis adjourned at 5:58 pm.

# **FALLS CITY SCHOOL DISTRICT #57**

## **REGULAR BOARD MEETING**

**August 19, 2019**

**Art Houghtaling, Superintendent**

**503-787-3521**

**The Falls City School Board will meet Wednesday, July 10, 2019 at 5:00 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.**

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### **REGULAR BOARD MEETING – OPEN TO THE PUBLIC**

Board Chair Young opened the meeting at 6:35 pm

Flag Salute

#### **Board Members in attendance:**

Bob Young, Board Chair

Jami Kidd, Director

Shanda Yother, Director

Brett Davis, Vice Chair

Larry Sickles, Director

#### **Staff Members in Attendance:**

Art Houghtaling, Superintendent

Donna Creekmore, Admin Assistant

Dennis Sickles, Athletics Director

Micke Kidd, High School Principal

Amy Houghtaling, FACES Coordinator

Lynn Bailey, Teacher & Special Programs Director

Board Chair Young and Superintendent Houghtaling discussed putting the easement letter in the "Information & Discussion" agenda.

### **REPORTS**

- Superintendent/Principal: Superintendent Houghtaling hired for the EA position. Applicant then declined the position after the fact. 2<sup>nd</sup> choice was contacted and they declined, 3<sup>rd</sup> choice did not answer when called, message was left, they did not call back. We will need to repost for the position. Jump Start went well and had good numbers. We hired the 3<sup>rd</sup> Grade Teacher, Brittney Espinoza. Monday, August 26, will be staff's first day back, we will be meeting at the Community Center, serving breakfast, the Board is welcome to join us. Chairman Young asked if there was an exit interview done with the previous 3<sup>rd</sup> grade teacher. Superintendent Houghtaling said there was and a brief discussion about that followed.
- High School Principal: Principal Kidd reported that Bridge Week was just getting started and would continue for the week. We have 57 students registered at the HS so far. 17 students have signed up for online Spanish classes. He expressed a concern about the quality of the instruction and would like to brainstorm solutions. The Food Hero, Christopher Scadden, who teaches Spanish at Chemeketa, may not be the best choice, he is also looking at Odyssey as a possible solution. Ms. Castor has 2 casts and will need volunteers and TA support at the beginning of the year till she healed. Mrs. Perkowski had a family emergency and needed to take bereavement leave. Not sure when she will be able to return. YouthTruth Survey revealed some powerful responses. Director Yother asked if the survey was District wide. Principal Kidd responded yes. Asked about Parent Panels. Principal

Kidd also brought up the desire to increase our social media presence, so we can share more of the good stories, as well as get out concerning information out before parents hear about it from their kids. Alea and Jannel are headed to the Linkcrew training next month. Booster Club gave the concession stand back to the school. What do we want that to look like moving forward? Volleyball Camp had good numbers. Football Camp's numbers were not as good. Eligibility is questionable for some of four players this year. Austin Burgess played in Oregon's 67<sup>th</sup> Annual East West Shrine All-Star Football Game on August 3<sup>rd</sup>. David Valencia approached Principal Kidd about a Life Skills class. Chairman Young agreed that helping Ms. Castor would be a good empathy lesson for our students. Chairman Young asked if we could offer a stipend to a staff member to run the concessions stand? Booster Club used to offer a \$50-\$200 stipend. Could we offer 10% of the sales as well, as an incentive? Chairman Young asked how the Social Media would work? Superintendent Houghtaling suggested offering a stipend for that, to include Facebook, Instagram, Twitter, etc.

- Business Manager: Audit is September 12. She's feeling a bit overwhelmed. Superintendent Houghtaling was counseled against the Staff BBQ, he asked if it was illegal, it is not, so we are going ahead with it. Athletic Director Sickles asked if she would be handling coaching contracts? Chairman Young asked if Jennifer Handy, our new Business Manager, could come to a Board Meeting to explain the financial reports, and asked what are the savings we are seeing with the change. Superintendent Houghtaling said it was about a \$30,000 savings.
- Facilities Manager: Not in attendance. See Report
- Athletic Director: Athletic Director Sickles attended a workshop on things that are coming down the pike, including law 3409 on discrimination. OSAA will respond with due diligence. He also brought up the need for a Cheerleading Coach stipend.
- FACES Coordinator: No Report
- Reset Room Director: No Report
- Food Services: No Report
- Teacher Updates: No Report
- Falls City Teachers Association: No Report.

## **INFORMATION & DISCUSSION ONLY**

1. Review Board/Superintendent Agreement: Superintendent Houghtaling went to a conference – Supers Under Fire. There he procured a template and offered it to the Board for use.
2. Superintendent Goals: Scheduled a Board Workshop for September 12, at 5:30 to review.
3. Classified Handbook Update: Discussed the couple of changes to the handbook.
4. November OSBA – Airbnb or Hotel: Book 6 rooms at the Marriott if possible. Spouse's meals will no longer be paid for on Board/Admin conference trips. Director Kidd shared her discontent, as this is the second time the OSBA Legal Depart has been unable to help. Director Yother and Board Secretary Creekmore will attend the OSBA Regionals held in Salem, in October.
5. Green Day Hours: Need Board Approval.
6. Hiring of 3<sup>rd</sup> Grade Teacher – Brittney Espinoza: Superintendent Houghtaling shared that Ms. Espinoza showed good reflection after the teaching portion of her interview. She has volunteered in our Elementary School previously, in Ms. Steinhauer's room. Ms. Espinoza did her student teaching at Independence Elementary School, and was given good reviews.
7. Hiring of MS/HS PE and Health Teacher – Dean Munkers: The board hasn't officially approved the hire as of yet. Mr. Munkers also Coached Football in Dallas.
8. Policy Updates Coming: AR's are not Policy, it is just for the Superintendent to adopt, doesn't need approval. They are there to help us manage the policy.
9. Staff Recognition BBQ: Will be August 24<sup>th</sup>.

10. Gym Update: Footings are being dug. There have been questions about the dirt. Mrs. Pavon over promised what we have available. Chairman Young suggested everyone be given an opportunity to get a truck load. Possibly advertise it on the District Facebook page.
11. Easement: Concerns were expressed that the map showed no details, including buildings. Concerns were also expressed about the time when work would be being done. During school hours? What is the compensation being offered? Need clear, easy to understand maps. City pays any and all repair costs needs to be included in the agreement. The school board is willing to agree, but negotiation on these matters needs to happen first.

## **ACTION ITEMS**

1. **Consent Agenda**

Motion made by Director Sickles, seconded by Vice Chair Davis. Vote: all eyes. Approved as presented.

2. **Approve Classified Handbook Update**

Motion made by Director Yother, seconded by Director Sickles. Vote: all eyes. Approved as presented.

3. **Approve New Hires**

Motion made by Director Kidd, seconded by Director Yother. Vote: all eyes. Approved as presented.

4. **Approve Green Day Hours**

Motion made by Director Sickles, seconded by Director Yother.

## **GOOD OF THE ORDER**

Mrs. Bailey reported that Back to School Bash was a good event and well attended.

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, September 16, 2019.

Regular Session at 6:30 pm.

Chairman Young adjourned at 8:05 pm.

# **FALLS CITY SCHOOL DISTRICT #57**

## **Board Workshop REGULAR BOARD MEETING**

**September 16, 2019**

**Art Houghtaling, Superintendent**

**503-787-3521**

**The Falls City School Board will meet Wednesday, July 10, 2019 at 6:30 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.**

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### **BOARD WORKSHOP**

#### **1. Superintendent Goals**

#### **Board Members in attendance:**

Bob Young, Board Chair  
Larry Sickles, Director

Brett Davis, Vice Chair  
Shanda Yother, Director

#### **Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
John Gilbert, Facilities Manager

Micke Kidd, High School Principal  
Amy Houghtaling, FACES Coordinator  
Lynn Bailey, Teacher & Special Programs Director

Board Chair Young opened the meeting at 5:12 pm

Chairman Young outlined tonight's meeting. Tonight's meeting will be held in two parts, the first part will be to discuss the Superintendent's Goals. The second part will be to discuss District Goals.

#### **Superintendent Goals**

Director Kidd reviewed her notes from the 1 on 1 meeting with Superintendent Houghtaling. They both decided to break it down into 3 parts. Goals, Strengths, Support.

#### **Support:**

- Knowing and understanding the budget better, so as to be better able to respond to staff funding requests.
- Creating processes and systems for staff to use when making funding requests.
- How to have successful tough conversations.

#### **Goals**

- Develop stronger trust with the budget.
  - Quarterly meetings with budget heads.
  - System for requests. 4-5 questions.
- Communication with staff around tough conversations.

## **Strengths**

- Being an Administrator and father in the same district.
- Welcomes feedback.
- Transition from peer to manager

## **District Goals**

### **Discussion points:**

- Work on repairing past budget tracking concerns
- Addressing staffing concerns before they become an issue.
- Continue having the business office handled by LBLESD
- ESSA – Community input on spending.
- FACES – Funding
- Addressing limited space concerns
- Shared endorsements with other small districts.
- Hands on CTE
- Concerns of students coming up through ES and leaving for HS
- Drain field
- Facilities: Maintaining appearance (bathrooms, locker rooms), single use restrooms, FM and Admin do a walkthrough.

Chairman Young adjourned at 6:48 pm.



# FALLS CITY SCHOOL DISTRICT #57

## Board Workshop REGULAR BOARD MEETING

September 16, 2019

Art Houghtaling, Superintendent

503-787-3521

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### REGULAR BOARD MEETING – OPEN TO THE PUBLIC

Board Chair Young opened the meeting at 6:58 pm

Flag Salute

#### Board Members in attendance:

Bob Young, Board Chair  
Larry Sickles, Director

Brett Davis, Vice Chair  
Shanda Yother, Director

#### Staff Members in Attendance:

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
Dennis Sickles, Athletics Director  
John Gilbert, Facilities Manager

Micke Kidd, High School Principal  
Amy Houghtaling, FACES Coordinator  
Lynn Bailey, Teacher & Special Programs Director

#### Additional Attendees:

Jackie Olsen, Chief Financial Officer Linn Benton Lincoln ESD

It was suggested that we move quickly through the Board Reports.

### REPORTS

- Superintendent/Principal: See Report.  
Director Yother Asked about our staffing needs. Ideas included a Student Teacher, Volunteer, would it be possible for a parent to come in and offer additional support? Discussed the importance of Preschool and how it sets our students up for success as they enter Kindergarten. There will be a request for an EA to offer supports.
- High School Principal: Principal Kidd spoke on High School enrollment. There are currently 77 students enrolled and we are receiving new students daily.
- Business Manager: Moved to the end of the meeting while we waited for her to arrive.
  - Chief Financial Officer with Linn Benton Lincoln arrived ready to go over the budget.  
Top Page Memo: Discussed the Ending Fund Balance. Local Government Pool is up to 2.64% interest rate, which is high. It is in our best interest to keep funds in as long as possible and to take out only as needed.  
Reviewed 2018/19's budget, including the State Formula, Non-State Formula, Beginning Fund Balance from the previous year was budgeted at 4.148 million. Actual was 4.7 million. Expenditures were \$3,741,403. We ended up receiving more and spending less to the tune of \$832,085.

When dealing with unexpected additional money there needs to be a resolution to set up/create a Supplemental Budget. Even when dealing with Potential Additional Money, it has to be budgeted, even if we don't end up receiving it.

The Board needs to ask questions if they ever see a negative balance.

Transfer of additional funds doesn't need to be addressed. The district has the transfer of additional funds built in at the end of the year.

Chief Financial Officer Olsen recommends discontinuing the use of the Labor Summary. This portion is already reported and approved, so it does not need to be approved again. She will continue to send to the Superintendent.

- Facilities Manager: Score Board is ready for the first home game of the season. The ladder is in the works. Board Chair Young asked if anyone has ever mentioned the state of the cement in front of the gym. FM Gilbert indicated it hadn't been brought up.
- Athletic Director: The first originally scheduled home football game had to be canceled due a lack of players. Injuries have been an issue. They are healing and should be ready for the next game. There are also new students who haven't completed enough practices in to be eligible to play. Volleyball is doing well, there are about 18-19 players. The Junior High Football Coach seems to be holding his own. There is a home game on Wednesday against St. Paul.
- FACES Coordinator: First Day was today. A large number of kids were in attendance. FACES Coordinator Houghtaling reminded the Board of a previous discussion about Local Option funding. If there was more monies than anticipated she was to schedule more FACES field trips. With that being said, there are several scheduled for the new school year. Spirit Mountain Site Visit is scheduled, for the \$50,000 grant. If the Local Option numbers are accurate, FACES Coordinator Houghtaling asked if we would consider increasing the number of hours that she is paid for. Currently she is paid for 5 hours a week. She is requesting we consider increasing that to 10 hours a week.
- Reset Room Director: See Report. Highlighted that 70% of Reset Room visits are student requested. This shows an improvement in students self-advocacy.
- Food Services: No Report. Director Yother wanted to know how Superintendent Houghtaling thought it was going so far. Superintendent Houghtaling was excited to share that he received an email with USDA recipes that included nutritional values. This means we can start to serve meals that are prepared in-house. This will be a slow process and will probably require purchasing some kitchen tools not already on hand.
- Teacher Updates: Teacher & Special Programs Director, Mrs. Bailey, reported everything is going fine. CAT is now called EDM (Every Day Matters). The school created its own version, "Mountaineers Matter Everyday". Additionally, to improve graduation and attendance rates, School Counselor Alea Littleton and Forth Grade Teacher Janell Davis, went to a Linkcrew training earlier in September.
- Falls City Teachers Association: No Report.

## **INFORMATION & DISCUSSION ONLY**

1. Budget: Discussion was deferred until Jackie Olson, Chief Financial Officer with LBLESD arrived.
2. Ballot Levy – 27-130: Local Option made it on the ballot. It will be for the same amount as before, so no added additional cost. It is just renewing the levy that already exists. FACES Coordinator Houghtaling has started a PR campaign, using Social Media.
3. Gym: Work on the gym is moving along. The under slab and plumbing were just approved. They are scheduled to pour the concrete on Thursday-Friday, weather permitting. We will take more pictures of the progress and try to get them posted on Facebook so the community can watch the progress.

4. OSBA November Conference: Chairman Young will not be attending. Vice Chair Davis, Director Sickles, Director Kidd, and Director Yother, along with Superintendent Houghtaling, and Board Secretary Creekmore will be.  
\*\*Jackie Olson, Chief Financial Officer with LBLEDSD arrived to go over our budget\*\*  
\*\*Information & Discussion Continued\*\*
5. Adding an additional 1.5 EA: Morning support is needed, particularly for the Pre-K, that has a large class with high needs. Vice Chair Davis encouraged investing in teacher retention.
6. Office Support Staff: Discussed the Elementary's current staffing and what that would look like. No action needed at this time. Director Sickles realized that Board Secretary Creekmore was never officially hired as the Board Secretary. No vote had been taken.
7. Waste Water: Tabled. Put on the agenda for next month's meeting.

## **ACTION ITEMS**

### **1. Approve the minutes:**

September 16, 2019 Regular Board Meeting Minutes

Motion made by Director Sickles, seconded by Vice Chair Davis. Vote: all ayes. Director Kidd, absent.  
Approved as presented.

### **2. September 2019 Disbursements:**

Accounts Payable: Check numbers 4419 – 44686 in the amount of \$46,836.51

Payroll Expenses: Checks and Direct Deposits in the amount of \$237,270.61

Motion made by Director Sickles, seconded by Director Yother. Vote: all ayes. Director Kidd, absent.

### **3. Adding additional 2 positions, for a total of 1.5 FTE:**

#### **Discussion:**

Motion made by Director Kidd, seconded by Director Yother. Vote: all ayes. Approved as presented.

We may want to consider hiring a .5-time employee to cover the office. Principle Kidd brought up the need for a math tutor, he is seeing this as an ongoing need. Currently we have one math tutor who works 4 hours a week, 2 hour 2 days a week. Chairman Young was concerned about spending money on an EA instead of a teaching staff. Chairman Young asked if we should just hire the one and revisit hiring the additional .5 position. Principal Kidd asked what the approximate ESSA dollars coming in are going to be. Looks to be between \$300,00 - \$500,000 biennium. Discussion on whether or not a math tutor could be paid out of those funds.

Motion made by Director Yother, seconded by Director Sickles. Vote: all ayes. Director Kidd, absent.

### **4. Appoint Donna Creekmore as the Board Secretary:**

Motion made by Director Sickles, seconded by Vice Chair Davis.

## **GOOD OF THE ORDER**

FACES Coordinator expressed her thanks to the Board.

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, October 21, 2019.

Regular Session at 6:30 pm.

Chairman Young adjourned at 8:32 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**October 21, 2019**

**Art Houghtaling, Superintendent**

**503-787-3521**

**The Falls City School Board will meet Monday, October 21, 2019 at 6:30 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.**

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**REGULAR BOARD MEETING – OPEN TO THE PUBLIC**

Chairman Young opened at 6:33 pm.

**Board Members in attendance:**

Bob Young, Board Chair  
Larry Sickles, Director

Brett Davis, Vice Chair  
Shanda Yother, Director

**Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
John Gilbert, Facilities Manager  
Dennis Sickles, Athletic Director

Micke Kidd, High School Principal  
Amy Houghtaling, FACES Coordinator  
Lynn Bailey, Teacher & Special Programs Director  
Alea Littleton, K-12 School Counselor

**Flag Salute**

**Recognition of, and comments from, audience members/citizens**

Amy Houghtaling spoke as a citizen, to inform the Board that ballots were in the mail for the levy, it is the only thing on the ballot this time. There are both business cards and lawn signs if anyone would like them.

**REPORTS**

- Superintendent/Principal: SIA – Student Investment Act, is coming. It will be approximately \$194,000. CIP – Continuous Improvement Plan, is driving the bus. These funds will be dedicated, not tax based, have specified spending, and no carry over. It will require a community focus group for discussing how the dollars are spent. We are hosting our first meeting Nov. 7, 2019  
Director Yother Asked about our staffing needs. Ideas included a Student Teacher, Volunteer, would it be possible for a parent to come in and offer additional support? Discussed the importance of Preschool and how it sets our students up for success as they enter Kindergarten. There will be a request for an EA to offer supports.
- High School Principal: Homecoming went well. EDM – Every Day Matters, tailgater party at the game was a success. Britton Castor won a Science Teacher Award. There are pictures in your packets that were taken by drones. Burgett is doing fun things with drones, excited to see where this goes. PCYS – Polk County Youth Services, comes 3 days a week, visiting 8, 9, 11 grades. Please put McEwen on the November Board Agenda, to discuss the Don't Give Up Movement.
- Business Manager: See Report

- Facilities Manager: Classroom room numbers are completed. This is important for safety/identifying purposes. The ladder to the crows nest has been installed. Burnell is finishing the safety cage. Installed speakers. This is will make it so we don't have to put them up and take them down. There are 2 more yet to be installed. Going to Asbestos training next month.
- Athletic Director – Fall sports is wrapping up. Nice old/classic cars at Homecoming. Basketball season is getting ramped up. Schedule is already set. Next football game with either be at Oakridge or here against Yoncalla.
- FACES Coordinator: We received the \$50,000, Spirit Mountain Grant. This will help cover HS FACES Youth Employees, Workforce, Summer Workers, and Field Trips. It is a one year grant.
- Reset Room Director: See Report.
- Food Services: No Report.
- Teacher Updates: Lynn Bailey highlighted SIA – Student Investment Act. Lots of parents are signed up for EDM. Career Day. Two FAFSA nights, one completed, one to go. Alea Littleton attended a conference on SEL – Social Emotional Learning. She's excited to see the high school working the program.
- Falls City Teachers Association: No Report.

## **INFORMATION & DISCUSSION ONLY**

1. Gym: Discussed where we are for spending on the Enclosed Play Structure. We have about \$322, 000 left to spend. Chairman Young discussed where we want to go with this project right now. Discussed the possibility of framing the walls and plumbing one restroom when the floors are installed. The concern is students tripping over exposed pipes. Heating and electrical still need to be installed. Volunteers could be a solution to keep costs down. Discussed various lighting options, as well as the lighting at another recently completed gym. TS Gray is currently about two months behind. Board would like to see as much completed as possible.
2. SIA – Student Investment Act: Measure 98 dollars went up. The Nutrition Initiative is being expanded, so that all kids can eat for free. There will be a lot being done on this before March. Your input counts, where do we want FCSD to be in 3-4 years?
3. OSBA Position 13: Informed the Board of the opening. No interest noted.
4. Waste Water: Superintendent Houghtaling met with Mayor Jeremy and William. They will be bringing us better information on this. If we donate the easement, the city can count it as a matching/in-kind donation for their grant. Donating an easement is different than donating land. Also discussed the possibility of partnering with the city to create an ADA accessible trail from the Elementary School to the High School. Lynn Bailey mentioned that Safe Schools is working towards ADA accessible trails to the falls as well as lighting.

## **PRESENTATION**

CIP and CIP at a Glance: CIP is our Continuous Improvement Plan. It includes goals and initiatives. We have graded ourselves using ORIS. Discussed reviewing and incorporating shareholders input. ESSA – Every Student Succeeds Act, will be pushing us to work on these pieces as well as identifying and removing barriers to success. Discussion on why social emotional learning is so important. HS Success is focusing on Freshman Success. Attendance is a huge barrier to scholastic success. Last year the state started a Chronic Absenteeism push, which is now Every Day Matters. State average improvement was 2%, our district saw a 4.9% improvement in absences from the previous year. Discussion on students who disappear, we end up with their records and they count against us as dropouts. This includes the Youth Authority students. HS Principal Kidd is going to look into this further. HS Principal Kidd also brought up the need for a math tutor. We currently have one for 6 hours a week. Ideally we would have someone for 20 hours a week with a math endorsement for 6th, 7th, and 8<sup>th</sup> grade.

## **ACTION ITEMS**

### **1. Approve Consent Agenda**

- September 16, 2019 Regular Board Meeting Minutes
- September 2019 Disbursements

Motion made by Director Sickles, seconded by Vice Chair Davis. Vote: all ayes. Director Kidd, absent.  
Approved as presented.

### **2. Approve Administration Contracts**

Motion made by Director Sickles, seconded by Director Yother. Vote: all ayes. Director Kidd, absent.

### **3. Increasing FACES Coordinator hours from 5 hours a week to 10 hours a week**

Motion made by Director Sickles, seconded by Vice Chair Davis. Vote: all ayes. Director Kidd, absent.

## **GOOD OF THE ORDER**

- Fire Dept visit coming up.
- Levy, help spread the word.
- 35 CERT kids taking the class, will be running through a mock emergency.
- 100<sup>th</sup> year of HS graduations? John Gilbert will look into to verify.
- Title 1 dollars. Consider creating a Parent Liaison position to create, and coordinate opportunities for parent engagement.
- Revisit the possibility of new lighting at the football field.
- Fire Dept received a \$98,000 grant for new air packs. Recognizing and celebrating that Falls City has been receiving lots of big grants lately.

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, November 18, 2019.

Regular Session at 6:30 pm.

Chairman Young adjourned at 8:14 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**November 18, 2019**

**Art Houghtaling, Superintendent**

**503-787-3521**

The Falls City School Board will meet Monday, November 18, 2019 at 6:30 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.

**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Vice Chair Davis opened at 5:38 pm  
Went into executive session at 5:39 pm

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**EXECUTIVE SESSION BOARD MEETING - CLOSED TO THE PUBLIC**

*(ORS 192.660(2)(b): "To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting.")*

Discussion

Vice Chair Davis closed executive session at 6:31 pm

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**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chair Young opened regular meeting at 6:35 pm

**Board Members in attendance:**

Bret Davis, Vice Chair	Larry Sickles, Director
Jami Kidd, Director	Shanda Yother, Director

**Staff Members in Attendance:**

Art Houghtaling, Superintendent	Micke Kidd, High School Principal
Donna Creekmore, Admin Assistant	Amy Houghtaling, FACES Coordinator
Dennis Sickles, Athletic Director	Lynn Bailey, Teacher & Special Programs Director
Alea Littleton, K-12 School Counselor	Janell Davis, Fourth Grade Teacher
Stephanie McEwen, HS Special Education Director, Teacher, 504 Coordinator, History Teacher	

**Audience Members in attendance:**

Jackie Olsen, CFO LBLED	Jeremy Gordon, FC Mayor
William Sullivan, City of Falls City	Jessica Howard, President/CEO Chemeketa
Betty Earls, Chemeketa Board Member	

**FLAG SALUTE**

## **ADDITIONS OR AMENDMENTS TO THE AGENDA**

- Add the Strategic Plan to Information & Discussion.
- Move Chemeketa Presentation to before reports.
- Move City's Proposal to after Chemeketa's Presentation.

## **PRESENTATION**

### **1. Chemeketa Board Members**

Reviewed hand out they gave to the board that included statics on Falls City student participation, graduates, Chemeketa Scholars, with break downs by age, and race/ethnicity. Discussed what it means to serve outlier locations with classes like CTE. What barriers keep students from attending. Transportation. Would like to brainstorm ways of overcoming those barriers so students have access to a campus experience.

## **INFORMATION AND DISCUSSION ONLY**

### **1. City's Proposal for Safe Routes to Schools Pathway:**

Safe Routes to Schools Program is a 2-year infrastructure. Creating pathways between schools with greater lighting, sidewalks or paved paths, and high visibility/direct line of sight. The plan is to connect both ends of Boundry St with a paved, lighted path that would be ADA accessible. This would follow the right-of-way, so the school property would not be an issue.

There is discussion of a possible traffic island at Mitchel and N. Main as well as more sidewalks.

William is only requesting a letter of recommendation at this time. This letter would help with the grant application process.

## **REPORTS**

- Superintendent/Principal: See Report. Would like to see board members at the Staff Meeting on Nov. 27<sup>th</sup>. The check for the purchase of the suburban has been cut, we will be picking it up in the morning.
- High School Principal: No Report
- Business Manager: See Report. Not much has changed. The new hires wages will be encumbered by next month. When the audit is completed, the ending fund balance will roll over. Discussed SB 1049 and the changes it will create. Some changes take effect in January, others are still being worked out and we wont have the details till July of 2020. Discussed how to make large purchase smoother. Any purchase over \$10,000 requires 3 bids/quotes before purchasing. If we don't go with the lowest price, we need to document why. Doesn't have to be on the original budget, the budget can be changed up until June before the end of the fiscal year. When considering building acquisitions, the funds will need to be pulled from somewhere, just not the contingency fund. It is recommended that we do not touch the contingency funds. Leave them for emergencies only.

The LBL contract will be sent out this week. Will be in before the next board meeting for review.

- Facilities Manager: See Report. Principal Kidd recommended trail cams for the football field. Superintendent Houghtaling said they would discuss it with the safety officer to insure they bought compatible devices.
- Athletic Director – Not much to report. Basketball schedules are included in the packet. High School girls have about 15-18 participating. High School boys have 11. There will be a JV option as long as the numbers don't go below 10.
- FACES Coordinator: No Report. Noticed less participation on weeks without a field trip than those with. High School students have started teaching classes. FACES is offering classes like art, cooking, and science. The sound system needs replaced. Found out it's not the speakers, but the amp. The levy passed, which is great news for the program.
- Reset Room Director: See Report. Staff went to a training on parenting non-neurotypical kids. This will allow them more insight when working with parents. Also looking at possibly offering parenting classes in the future.
- Food Services: No Report.



- Teacher Updates: Mrs. Bailey handed out a sheet showing the difference in “regular attenders” rates this year compared to last. There is about a 5% gain from last year.

YouthTruth survey results are in.

Mrs. McEwen shared that the High School students are participating in student lead conferences, using PowerPoint presentations.

- Falls City Teachers Association: No Report.

## **INFORMATION & DISCUSSION ONLY**

### **2. Policy Updates:**

This is a first reading. Please review and bring back next month with any changes or questions you may have.

### **3. Middle School Model:**

The only thing holding the school back from moving to a Middle School Model is endorsements. How do we go about implementation? How do we support staff acquiring their endorsements? What would the financial impact be? The goal is to move to a 6, 7, 8 grade Middle School.

### **4. Enclosed Play Structure:**

RA Gray says the building is scheduled to be delivered Friday, November 22.

### **5. Strategic Plan:**

Discussed handout outlining goals. Add to the working document for next month.

## **PRESENTATION**

### **2. Don't Give Up Movement and Correlation Legislation**

Why is it important to have a Suicide Prevention Model? SB-52 (Addy's Act) requires school districts to adopt policy requiring comprehensive district plan on student suicide prevention. How do we make our students feel connected? Mrs. McEwen shared her own families story, to help show how kids can look ok on the outside and not be ok on the inside. Mrs. McEwen went on to share about Amy Wolfe, the originator of the Don't Give Up Movement, how it got started, why it's important, and her own experiences with it. Don't Give UP has yard signs, car stickers, bracelets, regular stickers, etc. Can be purchased at <https://www.dontgiveupsigns.com/>. Mrs. McEwen shared that her involvement with the movement has created opportunities of hope. She asked permission to post signs in front of the school. What are we doing now? QPR and Social Emotional training for staff as well as students.

## **ACTION ITEMS**

### **1. Approve Consent Agenda**

- October 21, 2019 Regular Board Meeting Minutes
- October 2019 Disbursements

Motion made by Director Sickles, seconded by Director Yother. Vote: all ayes. Chairman Young, absent. Approved as presented.

### **2. FACES Coordinator hours increase approved last month to be effective as of September 16, 2019.**

Motion made by Director Sickles, seconded by Director Yother. Vote: all ayes. Chairman Young, absent.

## **GOOD OF THE ORDER**

- Superintendent Houghtaling– OSBA Conference was good. Great speakers
- Amy Houghtaling – Kudos to the board who had 4/5 board members, the Superintendent, as well as the Board Secretary attend conference this year.
- Jackie Olsen – Thank you for having me. She enjoys small town meetings.
- Mayor Gordon – Thank you. Congrats on the Levy passing. This is his first School Board Mtg, and he will try to make it to more.
- William Sullivan – Thank you for having him and our support. He is looking forward to working with us.
- Athletic Director Sickles – Please recruit more boys for the High School team.
- Janell Davis – Thanks. Good job.
- Lynn Bailey – Mr. Munkers created a Holiday Wish, so that every student will get a gift. The Boondocks did a fundraiser and raised \$600, along with other donations, they are only \$400 away from making sure every High School student will receive a gift. They will have a party the last day of school before Winter Break, gifts will be handed out then.
- Stephanie McEwen – Thank you for all the support through the last several years.
- Director Yother – Great conference.
- Director Sickles – Exciting to see the number of people at tonight's meeting.

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, December 16, 2019.

Regular Session at 6:30 pm.

Vice Chair Davis adjourned at 8:05 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**December 19, 2019**

**Art Houghtaling, Superintendent**

**503-787-3521**

The Falls City School Board will meet Thursday, December 19, 2019 at 6:30 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.

**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened at 5:48 pm  
Went into executive session at 5:49 pm

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**EXECUTIVE SESSION BOARD MEETING - CLOSED TO THE PUBLIC**

*(ORS 192.660(2)(b): "To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting.")*

Discussion

Chairman Young closed executive session at 6:27 pm

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**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened regular meeting at 6:34 pm

**Board Members in attendance:**

Bob Young, Chairman  
Larry Sickles, Director

Bret Davis, Vice Chair

**Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
Dennis Sickles, Athletic Director

Micke Kidd, High School Principal  
Amy Houghtaling, FACES Coordinator

**Audience Members in attendance:**

Jackie Olsen, CFO LBLED

Amber Houghtaling, Student

**FLAG SALUTE**

## REPORTS

- Superintendent/Principal: See Report. No new information about the City Path. We had 80% parent participation for Parent/Teacher Conferences. This is down a little from last year.
- High School Principal: No Report
- Business Manager: See Report. There will be a supplemental budget in February after the audit come in. Discussed the Economic Forecast, Growth Economy. Enclosed Play Structure – went over the financial details. Initial borrow, what's been spent so far, what we are currently paying for and where we are going with it. As well as flooring expense and options. Chairman Young asked for a monthly update on the building financials.
- Facilities Manager: See Report. Worked on the ticket booth, Junior High lockers, freshened up the Elementary School. Santa visited the schools today. Everything went well and all students at both buildings received a gift. Toys 4 Tots served 119 kids in Falls City. Discussed heating options for the new Enclosed Play Structure. Currently evaluating what size is needed to heat the space. Suggested putting a wall around the bathrooms and a roof above them to create a heating room to protect the heating equipment. Discussed how this will affect the sprinkler system. Cameras – We are speaking with Polk County Sheriffs about product and placement. Researching options.
- Athletic Director – No Report. Everything is going well. At the Riddle Tournament, Natalie won MVP. Coming back from break we will be finishing up Middle School Boys Basketball and starting Middle School Girls. There are new lights and ceiling tiles in the gym. We seem to be going through bulbs quickly. We are looking into other options that might last longer.
- FACES Coordinator: No Report. Noticed less participation on weeks without a field trip than those with. High School students have started teaching classes. FACES is offering classes like art, cooking, and science. The sound system needs replaced. Found out it's not the speakers, but the amp. The levy passed, which is great news for the program.
- Reset Room Director: See Report.
- Food Services: No Report. New trainings available for Mr. Houghtaling and Sharrie to attend.
- Teacher Updates: No Report.
- Falls City Teachers Association: No Report.

## INFORMATION & DISCUSSION ONLY

1. Division 22 Standards – Reviewed what they are. Discussed Erin's Law and Juliette's House.
2. Superintendent Evaluation – Need to keep Super Evaluation on the agenda for January.
3. Strategic Goals – Leave on the agenda for next month.
4. Contract Negotiations – Who wants to be on the team? Discussed which board members to be on it. Possibly Vice Chair Davis and Director Sickles.
5. 2020-2021 Budget Calendar – The calendar needs to be adopted. Reviewed dates. We need to advertise for budget committee openings. We can put it in the Water bill, on the website, on Facebook and on the Reader Board.
6. Policy Updates (2<sup>nd</sup> Reading) - AC, AC-AR, EFAA-AR, GBDA, GCDA/GDDA, GCDA/GDDA-AR, IGAI, IGBBA, IGBBA-AR, IGBBC, IGBBC-AR, IICC, IKF, JED, JFCJ, JFDJ, JGAB, JGAB-AR, DELETE – JHFDA, DELETE – JHFDA-AR(1), DELETE – JHFDA-AR(2), KL, KL-AR [(1)], KL-AR(2), Reviewed.
7. Enclosed Play Structure Update – Sub structure is done. Siding is ready to go. We are anticipating occupancy by Fall of 2020.

## **ACTION ITEMS**

### **1. Approve Consent Agenda**

- November 18, 2019 Regular Board Meeting Minutes
- November 2019 Disbursements

Motion made by Director Sickles to include amending Vice Chair Davis' name to the correct spelling. Seconded by Vice Chair Davis, with amendment. Vote: all ayes. Director Kidd and Yother absent.

**2. Policy Update – AC, AC-AR, EFAA-AR, GBDA, GCDA/GDDA, GCDA/GDDA-AR, IGAI, IGBBA, IGBBA-AR, IGBBC, IGBBC-AR, IICC, IKF, JED, JFCJ, JFDJ, JGAB, and JGAB-AR.  
DELETE – JHFDA, DELETE – JHFDA-AR(1), DELETE – JHFDA-AR(2), KL, KL-AR [(1)], and KL-AR(2).**

Motion made by Vice Chair Davis, seconded by Director Sickles. Vote: all ayes. Director Kidd and Yother absent.

### **3. Adopt 2020-21 Budget Calendar**

Motion made by Director Sickles, seconded by Vice Chair Davis. Vote: all ayes. Director Kidd and Yother absent.

## **GOOD OF THE ORDER**

- Superintendent Houghtaling– Everything is going well. Staff are doing great.
- High School Principal - High School Holiday Party was a success. Lynn Bailey did a lot of the leg work, she was able to take Dean Munkers suggestion/idea and run with it. Tommy Hutchison with the Sheriffs Office has been a huge help. Video Production class is going strong.
- Chairman Young – Highlighted the number of grant's Falls City as a whole has been awarded lately. Things are going well across the board.

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Thursday, January 16, 2020.

Regular Session at 6:30 pm.

Chairman Young adjourned at 7:27 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**January 16, 2020**

**Art Houghtaling, Superintendent**

**503-787-3521**

The Falls City School Board will meet Thursday, January 16, 2020 at 6:30 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.

**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened at 5:55 pm  
Went into executive session at 5:56 pm

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**EXECUTIVE SESSION BOARD MEETING - CLOSED TO THE PUBLIC**

*(ORS 192.660(2)(b): "To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting.")*

Discussion

Chairman Young closed executive session at 6:28 pm

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**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened regular meeting at 6:35 pm

**Board Members in attendance:**

Bob Young, Chairman	Bret Davis, Vice Chair
Larry Sickles, Director	Shanda Yother, Director

**Staff Members in Attendance:**

Art Houghtaling, Superintendent	Micke Kidd, High School Principal
Donna Creekmore, Admin Assistant	Dennis Sickles, Athletic Director
Lynnell Van Patton, Teacher	Judy Scheet, ES Secretary
Susan Christensen, Title I Educational Assistant	

**Audience Members in attendance:**

Jackie Olsen, CFO LBLED	Jeremy Gordon, Falls City Mayor
Mac Corthell, Falls City City Manager	Ranada Wakely, Falls City City Planning

**FLAG SALUTE**

## REPORTS

- Superintendent/Principal: See Report. New music teacher coming in, Lisa Garver. We are still working out what times she'll be where.
- High School Principal: No Report. [Gave an oral report after the City discussed the Pipeline Easement, which we bumped up to honor their time.] Ending of the 1<sup>st</sup> Semester. Finals will be next week. Students are working on Job Shadows, speaking with Knife River, which works in Trucking, Rock, and Construction, Monmouth Electric, and STEM AG. Video Production Class is going strong. Mrs. Bailey and Mr. Munkers are working on creating a video to submit to the HDTV Community Remodel Project. It will include drone video provided and community history. They are also partnering with the City and need to apply by February 6<sup>th</sup>. The High School is seeking previous years Year Books to send to Digital Production for editing. Senior class, don't have too many concerns, just a couple, otherwise they are pretty strong. The junior class is concerning and we are looking into how to best support them so that they can find success.
- Business Manager: See Report. Board received the Audit. Everything looks pretty good, we will continue to polish it up for next year. Discussed what each "Discussion Item" is. Discussed the supplemental budget. Ending Fund Balance was higher than expected. Discussed the need to allocate funds for potentially lower monies next year due to lower enrollment. Hold funds over to cover staff costs. It is possible to move appropriated funds at a later date. Need to budget and appropriate Measure 98, which will be about double, as well as Title I. Will require a supplemental budget which we will need to advertise in the paper. Discussed when would be best to do a walkthrough. Need to start putting together a list of projects to use these revenues on. Next year should be simpler. We are coming into the Biennium, so SIA funds will be coming in. \$144,199 dollars will tentatively be left over from the loan for the Enclosed Play Structure. We can use these dollars for lights, heating, flooring, etc.
- Facilities Manager: See Report.
- Athletic Director – No Report. Basketball Season, MS Boys had a great season, ending with a 10-3 record. Bob Young and Steven Reynolds were their coaches. MS Girls has just started. HS Girls have been up against some tough teams. HS Boys are on track for a District Playoff Game. We could potentially be hosting that game. AD Sickles will be attending a conference in April where they will be discussing next years football classifications.
- FACES Coordinator: No Report.
- Reset Room Director: See Report.
- Food Services: No Report.
- Teacher Updates: No Report.
- Falls City Teachers Association: No Report.

## INFORMATION & DISCUSSION ONLY

1. Superintendent Evaluation – This is a standing agenda item.
2. Support for the Elementary Secretary Position – How are we currently supporting the office staff?  
We are also recognizing we need bus support as well. Ms. Scheet was invited to the Board Meeting so that she could share what she needs with the board. Her concerns include: Her position was moved to half time and the time intense items were handed to someone else. That person now occupies another position. This causes Ms. Scheet to worry about how those additional items are being addressed, as she does not have the time in her day to address them. Discussion followed on how to best create support for both concerns. Possible split shift. Move existing shifts to start late and end late, start early/end early to cover bus supervision? Do we simply create a new position?
3. Pipeline Easement – [Moved up to after the BM report, to honor their time.] Introduced Ranada Wakely. The City is here to discuss the Easement. So far they have successfully secured a property agreement for the new lagoon system, thereby moving the drain field away from our football field. They need to secure the easement before they can move forward with the environmental services. They school can choose to donate the easement. Will there be a backup in place in case the pump fails? Chairman

Young expressed that he would like to see a map with buildings in place to give a fuller picture of the area in question. It seems like it would make more sense to follow the road. An appraisal is not required if the property is assessed at less than \$10,000. How did the city come up with \$10,000 as the value of the easement? Director Yother asked what happens if we are not happy satisfied with the condition the property is left in after the work is completed? Ms. Wakely stated that the City would draft an agreement that would include any concerns about completion concerns. If we are not satisfied, the City would be in breach of contract. Discussed time frames that would work best for the students. We will put the Easement on the agenda for next month. Items we would like to discuss are: Release of the old easement. Do we get the land back? Will they be digging up the old leach lines and what will that do to our football field as well as who would pay for the repair? There is a possibility the City could start construction as soon as 20-21.

4. Summer Food Program – We've discussed the possibility of remodeling the kitchen. If we do that, it will limit our ability to serve the Summer Lunch Program. If we put in a new kitchen, we could serve more scratch made meals. What Ms. Inman would really like is a warming oven. It was decided that we should finish one project, before we jump into a new one. For the time being we will table the kitchen remodel and go ahead with the Summer Lunch Program.
5. Enclosed Play Structure Update – 2/3rds of the North wall has insulation and siding. Mr. Gilbert is concerned about drainage. Discussed a weep hole.
6. Review/Approval of the 2018-2019 Financial Audit
7. Resolution No. 1920 014 – These are funds that have sat for some time and need to be consolidated into the general fund.
8. Resolution No. 1920 015: Appointment of custodian of funds – This allows for an additional signer at the LBLESD level, in case Jennifer Handy is not available.
9. Discuss Supplemental Budget

## **ACTION ITEMS**

### **1. Approve Consent Agenda**

- December 19, 2019 Regular Board Meeting Minutes
- December 2019 Disbursements

Motion made by Director Sickles. Seconded by Vice Chair Davis.

Vote: all ayes. Director Kidd absent.

### **2. Approve Resolution No. 1920 014**

Motion made by Director Sickles, seconded by Director Yother.

Vote: all ayes. Director Kidd absent.

### **3. Approve Resolution No. 1920 015**

Motion made by Director Yother, seconded by Vice Chair Davis.

Vote: all ayes. Director Kidd absent.

### **4. Approve 18-19 Financial Audit**

Motion made by Director Sickles, seconded Director Yother.

Vote: all ayes. Director Kidd absent.

### **5. Approve Co-Op between Willamina and Falls City for Baseball.**

Motion made by Director Sickles, seconded by Vice Chair Davis



Vote: all ayes. Director Kidd absent.

**GOOD OF THE ORDER**

**ANNOUNCEMENTS:**

Next Regular Board Meeting: Tentatively Wednesday, February 19, 2020.

Regular Session at 6:30 pm.

Chairman Young adjourned at 8:10 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**February 9, 2020**

**Art Houghtaling, Superintendent**

**503-787-3521**

**The Falls City School Board will meet Sunday, February 9, 2020 at 2:00 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.**

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**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened regular meeting at 2:00 pm

**Board Members in attendance:**

Bob Young, Chairman  
Larry Sickles, Director  
Jami Kidd, Director

Bret Davis, Vice Chair  
Shanda Yother, Director

**Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant

Micke Kidd, High School Principal  
John Gilbert, Facilities Manager

**Walkthrough List**

**High School -**

**Library**

Roof – Needs regular maintenance

Flooring Between the Library and Science Classroom – Needs to be replaced

Windows – Replace with vinyl

Micke would like the Library space back to use as a classroom. Possibly move the Library to the Elementary School.

**Science**

Windows – Replace with vinyl

Discussed whether it was possible to split the room, idea was dismissed.

**Shop**

Tuff Shed – address moss on roof

Continue to work on cleaning and organizing the space

Discussed the possibility of adding to the back of the Library building to add additional space.

**Bank behind HS**

Discussed cleaning it up/off in order to increase visibility.

**HS Kitchen/Cafeteria**

Discussed how to increase the amount of eating space.  
Discussed the possibility of enclosing the food prep area.

**Downstairs Classroom**

Currently being used to print shirts, work on the yearbook project and for storage.

**Rear Stairwell**

Needs completely repaired/rebuilt  
Alarm is not working

**Music**

Needs a dedicated space.  
Discussed what it would look like to lease modulars. John will look into costs.

**Bathrooms**

Move both bathrooms to the main floor  
Unisex bathrooms create concerns of supervision. There was concern of pot being smoked in the Library bathrooms when they were made unisex.

**Staff Room**

Not enough room

**Gym**

Bathrooms  
Walkaround  
Resurface the floor  
Girls locker room concrete floor. John to get bid  
Shower, pressure wash and re-grout

**Elementary School -****Roof**

Needs replaced

**ES Sped Room**

Discussed the desire to move it to a room with both windows and a dedicated bathroom.  
Discussed the possibility of modular, maybe split between the Library and SPED.  
Discussed Janell's room. Shares a wall with the staff bathroom, we could open a door and dedicate one of those bathrooms.

**4<sup>th</sup> Grade**

Would like to move them to the main floor

**Floors**

Get rid of the strips  
Discussed new flooring options and needs (water resistant, easy to clean, durability)

**Bathrooms**

Could use updating

**7<sup>th</sup> Grade**

Wall repair

**Sidewalk**

Needs replaced

**Staff Room**

How to make it not kid accessible

Create an “unplugged” space

Comfy seating

Food prep space

**Kitchen**

Warming oven

Bump out the old stage to create more eating space

**Enclosed Play Area**

Prioritize bathrooms

If we go with modulars, they can use the gym restrooms

**ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, March 9, 2020

Regular Session at 6:30 pm.

Chairman Young adjourned the meeting at 3:52

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**February 19, 2020**

**Art Houghtaling, Superintendent**

**503-787-3521**

The Falls City School Board will meet Wednesday, February 19, 2020 at 6:30 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.

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**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened at 5:33 pm  
Went into executive session at 5:34 pm

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**EXECUTIVE SESSION BOARD MEETING - CLOSED TO THE PUBLIC**

*(ORS 192.660(2)(b): "To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting.")*

Discussion

Chairman Young closed executive session at 6:25 pm

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**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened regular meeting at 6:31 pm

**Board Members in attendance:**

Bob Young, Chairman  
Shanda Yother, Director

Bret Davis, Vice Chair

**Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
John Gilbert, Facilities Manager

Micke Kidd, High School Principal  
Dennis Sickles, Athletic Director  
Amy Houghtaling, FACES Coordinator

**Audience Members in attendance:**

Jackie Olsen, CFO LBLED

**FLAG SALUTE**

**ADDITIONS OR AMENDMENTS TO THE AGEND**

- Tabled reviewing the Vehicle Use policy till next month.
- Moved Business Manager Report up so Jackie Olson can leave early.

## REPORTS

- Business Manager: No funds will be moved until the resolutions are approved. Everything is looking good. Work on the budget has started. Discussed RA Gray's retention amount. 5% - \$19,617.00. Discussed the Enclosed Play Structure's floor and the possibility of it needing venting. Discussed updated number from the state on the School Fund Grant.
- Superintendent/Elementary Principal: See Report. Discussed 305 Procurement Audit, nothing punitive, just a few items that need fixed.
- High School Principal: No Report. Juniors are headed to the Benton County Career Fair. We made sure students were outfitted with clothes appropriate for the Career Fair. Seniors are on track, there is only one and they are planning on coming back next year to finish. The Yearbooks that the high school were collecting to be digitized have been sent. We were able to procure all but 6 years. The high school is right in the middle of state testing. Students went to the Town Hall meeting today. Senator Merkley was visiting our town. The meeting was opened and closed with a question from one of our students.
- Facilities Manager: Report handed out at meeting. Burnell Frink should have the bleacher ladder finished this week, powered coated and caged. No vandalism to report. Met with Admin, Board Chairman Young, and Mike's Heating to discuss heating options for the new Enclosed Play Structure. Discussed walkthrough list, how do we want to prioritize the work? Chairman Young requested we start with the roof and asked that Mr. Gilbert get 3 bids.
- Athletic Director – No Report. Both boys and girls basketball qualified for districts. Girls placed 5<sup>th</sup> and boys 3<sup>rd</sup>, headed into district playoffs. Middle School girls basketball is doing well, it's a young team and they are learning. Track is coming up. We need to hire a middle school track coach and a new high school assistant track coach. We can advertise in house and on our reader board. It is not necessary to advertise in the Itemizer Observer.
- FACES Coordinator: We received a flag that was flown at the United States Capitol building from Senator Merkley at the Town Hall meeting today. Senator Merkley recognized the FACES program for their work in the community. Spirit Mountain posted a write up in their lobby about the FACES program. Students of the program were pictured. Fun to see our kids recognized in public spaces. Discussed the new music program and what it offers and how it is working with FACES.
- Reset Room Director: See Report.
- Food Services: No Report. Discussed Audit. Superintendent Houghtaling will encourage Sharrie Inman, our Food Services Manager, to attend the next meeting to share her needs.
- Teacher Updates: No Report. No teachers present.
- Falls City Teachers Association: No Report.

## INFORMATION & DISCUSSION ONLY

1. Superintendent Evaluation – This is a standing agenda item. Director Kidd suggested a staff survey. We could use a program like Survey Monkey in order to insure privacy.
2. Easement – Reviewed photo provided by the city showing buildings and landmarks. Chairman voiced concerns about abandoned equipment under the football field and the sand filter. What is the intention for removal? Old easement vs new easement needs clarification. Will they release the old easement? Where is the city with DEQ and Division of State Lands.
3. Resolution 1920-016 for the Supplemental Budget – Reviewed the resolution, what it is and why.
4. Enclosed Play Structure Update – The outside of the building should be enclosed within the next two weeks. Currently the North and South side of the building are enclosed, as well as the roof. We need to start pricing basketball baskets as well as backboards. As well as discussed framing, bathroom, heating, electrical, and flooring. Some walkthrough evals are already scheduled. Intention is to hammer out next steps at the next board meeting. Does our original bid include lighting? It is believed that was an add on option that wasn't accepted. Current Gym - Discussed removing existing practice backboards during off season and game days to improve spectator visibility.

5. Review Vehicle Use Policy/AR – Tabled till next meeting.

## **ACTION ITEMS**

### **1. Approve Consent Agenda**

- January 16, 2020 Regular Board Meeting Minutes
- January 2020 Disbursements

Motion made by Vice Chair Davis. Seconded by Director Yother

Vote: all ayes. Director Sickles and Kidd absent

### **2. Approve Resolution No. 1920 016 – Adoption of the Supplemental Budget for Fiscal Year 2019-2020**

Motion made by Director Yother, seconded by Vice Chair Davis.

Vote: all ayes. Director Sickles and Kidd absent.

## **GOOD OF THE ORDER**

- Superintendent Houghtaling stated that they would be doing Teacher Contract Negotiations on March 6, April 10, and May 1. Vice Chair Davis asked that they be scheduled after 3 pm. Next year's District Calendar is in the works. Questions of if we start the week before Labor or after and run late into June.
- Facilities Manager Gilbert noted that with Alex Ogden's help, he was able to move the Superintendent's office last Friday.
- FACES Coordinator Houghtaling reminded everyone of Donuts with Grownups happening tomorrow morning at the Elementary School.

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, March 9, 2020.

Regular Session at 6:30 pm.

Chairman Young adjourned at 7:53 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**March 9, 2020**

**Art Houghtaling, Superintendent**

**503-787-3521**

The Falls City School Board will meet Monday, March 9, 2020 at 6:30 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.

**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened at 5:41 pm  
Went into executive session at 5:42 pm

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**EXECUTIVE SESSION BOARD MEETING - CLOSED TO THE PUBLIC**

*(ORS 192.660(2)(b): "To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting.")*

Discussion

Chairman Young closed executive session at 6:31 pm

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**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened regular meeting at 6:39 pm

**Board Members in attendance:**

Bob Young, Chairman  
Larry Sickles, Director  
Shanda Yother, Director

Bret Davis, Vice Chair  
Jami Kidd, Director

**Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
John Gilbert, Facilities Manager

Micke Kidd, High School Principal  
Dennis Sickles, Athletic Director  
Lynn Bailey, Teacher

**Audience Members in attendance:**

None in attendance

**FLAG SALUTE**



## REPORTS

- Superintendent/Elementary Principal: See Report. April 17<sup>th</sup> is coming up. It's the Green Day set aside for the Board to meet with the staff. It was decided to eat lunch with staff and then have the meeting after. Since more than 3 board members will be in attendance, it will need to be posted as Workshop. Admin is headed to the Small Schools Conference May 7<sup>th</sup> and 8th. Superintendent Houghtaling has told students if they earn \$2,000 for Jog-A-Thon he will dye his hair pink. Discussed preventative measures being implemented in response to the Coronavirus scare. Facilities Manager Gilbert passed out a flyer to all staff regarding high touch surfaces.
- High School Principal: No Report. The High School is finishing up State Testing. Conferences are scheduled. Chemeketa Spring Term classes for students have been registered. The Benton Career Fair at the Portland Expo has been canceled. Spring Break Wellness was canceled. Three students attended the Criminal Justice Days. Wyotech visit was a success, we've been invited to come visit in Wyoming. Mr. Munker's Video Production class has been asked by Pedee to do a promotional video for them, we agreed as long as it states "Produced by FCHS Students". Just completed Week of Winter. Britton's class just completed CERT training. 9OT identified was able to identify that all of the students they have concerns about being on track to graduate have correlating major trauma. Juniors are the most concerning grade, staff are thinking outside the box on how to meet those students where they are at.
- Business Manager: See Report. Great ending fund balance.
- Facilities Manager: See Report. High School Track was bladed, new rock will be laid. Long Jump pit was scraped, mats will be laid next week.
- Athletic Director – No Report. Middle School Girls Basketball ends on Wednesday. One student is participating in Baseball with Willamina. Track coach concerns have been resolved.
- FACES Coordinator: No Report. Last field trip FACES went to the movies.
- Reset Room Director: See Report.
- Food Services: No Report.
- Teacher Updates: No Report. Amazing Family Night last Thursday. The cafeteria was packed to standing room only. High School students staffed it; they did great work.
- Falls City Teachers Association: No Report.

## INFORMATION & DISCUSSION ONLY

1. Superintendent Evaluation – This is a standing agenda item. Looking at creating a Staff Survey. Go over Super Evaluation Workbook for the April Executive session for the Superintendent Evaluation.
2. Strategic Goals – In your Board Packet, please review in an effort to keep it fresh in everyone's mind.
3. Enclosed Play Structure Update – Superintendent Houghtaling and Board Chair Young met with RA Gray and discussed possible changes, including a grate at the doors to inhibit mud being tracked in. Change orders will need to be discussed and approved as they will be in addition to the current contract. Still need to factor in floors, power, lighting, and heat and air. Chairman Young mentioned that it may be necessary to go out for an additional loan in order to complete the project.
4. Review Vehicle Use Policy/AR – We will need to create our own AR to go along with our Vehicle Use Policy. We will have to look at adopting Type 20 standards as well as a checklist.
5. Contract Negotiations – Will be on, Friday, April 10<sup>th</sup> @ 4 pm.
6. SIA Application – Discussed what the paperwork/community input was. What are our current counseling vs need look like?

## **ACTION ITEMS**

### **1. Approve Consent Agenda**

- February 19, 2020 Regular Board Meeting Minutes
- February 2020 Disbursements

Motion made by Director Sickles, Seconded by Vice Chair Davis.

Vote: All ayes, Director Kidd Abstained

### **2. Teacher Contract Renewals**

Motion made by Director Kidd, Seconded by Director Yother.

Vote: All ayes. Chairman Young and Director Kidd voted for, with concern.

### **3. Administration Contract Renewals; to approve High School Principal contract for 3 years.**

Motion was made by Director Sickles, Seconded by Director Yother.

Vote: All ayes. Director Kidd Abstained.

### **4. SIA Application**

Tabled till the next Board Meeting.

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, April 13, 2020.

Regular Session at 6:30 pm.

Chairman Young adjourned at 8:42 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**March 17, 2020**

**Art Houghtaling, Superintendent**

**503-787-3521**

The Falls City School Board will meet Tuesday, March 17, 2020 at 6:30 pm at the High School. The public is welcome to attend the open portion of any meeting as posted.

**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened at 5:33 pm  
Went into executive session at 5:34 pm

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**EXECUTIVE SESSION BOARD MEETING - CLOSED TO THE PUBLIC**

*(ORS 192.660(2)(b): "To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests an open meeting.")*

Discussion

Chairman Young closed executive session at 5:39 pm

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**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened regular meeting at 5:40 pm

**Board Members in attendance:**

Bob Young, Chairman  
Larry Sickles, Director  
Shanda Yother, Director

Bret Davis, Vice Chair  
Jami Kidd, Director

**Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
John Gilbert, Facilities Manager  
Sammy Steinhauer, Teacher  
Bethany Cornutt, FACES/Pre-School/EA

Micke Kidd, High School Principal  
Dennis Sickles, Athletic Director  
Amy Houghtaling, FACES Program Director  
Janell Davis, Teacher  
Amara Houghtaling, FACES Staff

**Audience Members in attendance:**

Kevin Cornutt

Amber Houghtaling

**FLAG SALUTE**

**Recognition of, and comments from, audience members/citizens**

Amy Houghtaling wish to thank everyone for their efforts through these concerning times.

## **INFORMATION & DISCUSSION ONLY**

1. District Wide Covid-19 Response – Discussed the latest information. Extended School Closure till 4/28/20. Requirements to maintain funding are: Supplemental Education, meals for students, Supplemental Services (which could include daycare, a survey has already gone out), Development of plans for return, the continuation of payroll for all employees. Tomorrow there will be a Superintendents meeting with Colt Gill to discuss where we go from here. Will Instructional Minutes need to be made up, substandard, or will a waver be given? What does Supplemental Education look like for us? We are still figuring that out. We will need to be flexible. The wording was intentionally vague, to allow each district to work out what makes sense for their students. We will need to provide multiple options: packets, 3<sup>rd</sup> party engagement, online options, virtual classrooms. A major area of concern is for our seniors. Communication with them, graduation requirements (will these change?), graduation ceremony. Discussed how the Board would be making decisions as well as communication with each other and the district. Where will work packets be assembled since we are cleaning and sealing the building? How are we communicating with parents, particularly about food? Can we create a phone tree? Brainstormed ideas include: All staff emails, phone calls/facetime, staff need to be connecting with their students, if the district does not have the answer to a question let people know that we will look into it and get back, High School Advisors contact their classes. Things to consider: Data for Chromebooks, outdoor WiFi options, Virtual School, Spectrum is offering free WiFi for houses with K-12 and College students, needs to be new service, create a team, daily Go-To/Zoom meetings with staff. The expectation is that we are connecting with our students and parents regularly. What all will staff zoom meetings include, i.e. brainstorming ideas, provide information, vent space. Teachers will be working on communicating with parents that we care, can we set up office/available hours for students to reach parents, implementing trauma informed practices, delegating, teachers keep a contact log, making sure staff travel in teams of 2, Board Report once a week to report what all is being done so the Board is well informed when speaking to the community. It was decided to meet every Tuesday at 5:30 pm. The Staff/Board Green Day has been canceled. Report any potential obstacles to the Board, so they can help brainstorm solutions. What all does the “childcare” piece look like?
2. SIA Application – Discussed what the deadline is. Director Kidd asked for someone to walk her through the application. What all can and can't be done with it? The Board would like to be a part of the discussion moving forward. Any changes would need to include artifacts (back-up).

## **ACTION ITEMS**

None

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, April 13, 2020.

Regular Session at 6:30 pm.

Chairman Young adjourned at 7:14 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**March 24, 2020**

**Art Houghtaling, Superintendent**

**503-787-3521**

**The Falls City School Board will meet Tuesday, March 24, 2020 at 6:30 pm at the High School Gym. The public is welcome to attend the open portion of any meeting as posted.**

**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened at 5:33 pm

**Board Members in attendance:**

Bob Young, Chairman  
Larry Sickles, Director

Bret Davis, Vice Chair  
Jami Kidd, Director

**Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
Amara Houghtaling, FACES Employee

Micke Kidd, High School Principal  
Amy Houghtaling, FACES Program Director

**Audience Members in attendance:**

Amber Houghtaling

**FLAG SALUTE**

**INFORMATION & DISCUSSION ONLY**

1. District Wide Covid-19 Update – Update from Colt Gill, Director of the Oregon Department of Education, our waver for the food program, so that we can offer meals to students during the shutdown, including previously unscheduled days, was approved. Graduation requirements should be available by the end of the week. We won't make anything public till it is confirmed. Also discussed what that would look like for K-11<sup>th</sup> grades. Discussed making the seniors a priority and requested we are intentional about making contact with this year's seniors, check in. New orders from Governor Brown do not affect the previously mandated requirements: Stay Home, Remain 6 ft apart at all times, Zoom or Telecommute whenever possible, Designate someone to make sure safety measures are being followed. Budget season is fast approaching. There may be funding due to the economy, we are in a wait and see space at this time. Staff are really stepping up. Next week teachers will be able to re-enter the building. We will begin a rotating schedule for EA's to support them. We are holding weekly Zoom staff meetings to stay connected and informed. Log's need to be kept by staff, documenting communication with students and families. Connect with families about potential barriers to education. Brainstorm with staff for possible solutions, communicate and delegate. There's another Zoom meeting with Colt Gill on Friday, we should know more then, including information regarding seniors. Mike McDowell has create a tab on our website with Covid-19 Resources and links. John Gilbert and his

crew has completed cleaning the high school, library/science building, and the bottom of the elementary school. John and his crew are doing a great job of getting everything sanitized.

2. SIA Application – ODE is not requiring us to complete the SIA Plan on time, they are encouraging us to send in what we have completed at this time. The board asked to have a look at the SIA Plan in it's entirety, after which it will be considered for approval. It also needs to be posted on our district website. The senior graduation requirements will be emailed as soon as we find out from ODE what they are.

## **ACTION ITEMS**

None

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, April 13, 2020.

Regular Session at 6:30 pm.

Chairman Young adjourned at 5:58 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**April 13, 2020**

**Art Houghtaling, Superintendent**

**503-787-3521**

The Falls City School Board will meet Monday, April 13, 2020 at 6:30 pm virtually on Zoom. The public is welcome to attend the open portion of any meeting as posted. A link to the Zoom meeting is available on the district website at [fallscityschools.org](http://fallscityschools.org).

**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Vice Chairman Davis opened at 6:34 pm

**Board Members in attendance:**

Bret Davis, Vice Chair  
Jami Kidd, Director

Larry Sickles, Director  
Shanda Yother

**Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
Corrine Symolon, Reset Room Director  
Alea Littleton, School Counselor  
Bryan Walter, Educational Assistant

Micke Kidd, High School Principal  
Jenny Hamilton, Reading Specialist  
John Gilbert, Facilities Manager  
Amy Houghtaling, FACES Program Director  
Lisa Garver, Music Teacher

**Audience Members in attendance:**

Jackie Olson, CFO WESD

Sean Aker, SIA Coordinator ESD

**FLAG SALUTE**

**ADDITIONS AND AMENDMENTS**

- Add Seismic Grant discussion to the Information and Discussion section.
- Add Falls City Waste Water to the Information and Discussion section.
- Add a vote for paying non-school day employees.

**REPORTS**

- SUPERINTENDENT/ELEMENTARY SCHOOL PRINCIPAL – Teachers are reporting in about Distance Learning for All. One teacher had 5/8 students attend a Zoom class, another had 14/18 attend. Holding weekly staff check-ins. We are all doing the best we can.
- High School – I've contacted all Seniors, letting those who have met the requirements know that they are officially graduates, and those who haven't. Discussed what that looks like. Only have 1 that will for sure not be graduating. We knew this student wasn't on track prior to Covid-19 and already had plans in place for them to return as a 5<sup>th</sup> year senior next year. Weekly Zoom Staff Meetings on Tuesdays at 9 am. Everyone is working hard and doing the best they can.

- Business Manager – There is no doubt that Covid-19 will impact our school dollars, possibly causing a cash-flow issue. We aren't sure what that will look just yet, but it could cause a significant impact.
- Facilities Manager – Deep Clean of all 4 buildings has been completed using additional staff. Grounds work will start soon as we enter into Spring. It looks like Senate Bill 1149 will be enough to cover the Elementary School. The girls locker room has been pressure washed to remove all the old paint that covered the tile, showing a different color entirely.
- Athletic Director – We are looking at a possible co-op with Eddyville. That is on hold right now due to Covid-19. OSAA is also aware of the possible co-op. There is a new football league, it is no longer North/South delineated.
- FACES Coordinator – Staff have been brainstorming ways to connect with kids, via videos, craft kits, STEM kits, etc. Been attending lots of Webinars. Staff have attended 2 online trainings. Holding weekly staff meetings. We applied for a grant to purchase laptops and thumb drives to serve those students who do not have internet. Teachers can load what is needed onto the thumb drives, which can be delivered to the students to be used with purchased and issued laptops.
- Reset Room – Created a Virtual Reset Room website, with multiple ways to connect. Offering strategies used in the Reset Room for use at home. Regular staff check-ins. Regular support meetings. Meeting with students virtually and staying connected with parents.
- Food Service – Thank you Sharrie for all your hard work. We are serving 100-120 kids daily, with about 80 of those being delivered. Asked and she said she would possibly be willing to continue at this level of food service through the Summer if the funding is available. Ben Bobeda has been giving out Little Ceaser once a week at the Community Center distribution site. Charlie Flynn brought leftovers from the Produce Distribution to the Community Center and passed them out when families came to get the daily meals.
- Teacher Updates – Working on getting everything for Distance Learning for All. Kids and parents have been great. Thank you, Jenny Hamilton, for making masks for our staff. Thank you, Sammy Steinhauer, for dropping off a bag of single use masks for staff. Staff are wearing masks while preparing and distributing meals. Alea Littleton reported that the High School has created a similar website as the Reset Room.
- TA - NA

## **INFORMATION & DISCUSSION ONLY**

1. Modified Budget Calendar – Must be republished with information for virtual meetings and changed dates. We do have one new Budget Committee member. Times for the meetings were not on the schedule. First meeting is May 18, 2020 @ 5:30. We need to post and invite the members to it.
2. Enclosed Play Structure Update – Outer doors and door locks are installed. Putting in the ADA ramp, side walk, and concrete pads. Should start pouring concrete in the next day or so. Engineering for the walls on the inside and basketball standards. We heard back from Jana at Government Capitol. Mr. Houghtaling shared amounts offered for additional monies to complete the gym (see attached). Discussed the benefits of a longer payback vs. a shorter one. Original loan was for 3.65%
3. Covid-19 Update – Schools are closed for the rest of the school year. Working on figuring out Distance Learning. Serving up to 120 meals a day. OSF Grant for laptops and thumb drives.
4. Distance Learning for All – Still waiting for guidance for 6<sup>th</sup>-11<sup>th</sup> grade grading. Teachers are figuring it out.
5. Future Board Meetings – With the Stay Home initiative, we are probably looking at our new normal in terms of Board Meetings. This may create difficulties for some Board Members to attend. Discussed the possibility of doing it in the gym and using Zoom to connect to the community. The question of whether the Executive Session could still be in person, since it is closed to the public? Superintendent Houghtaling will look into what other districts are doing and seek guidance from OSBA on the matter. The May Board Meeting is also the Budget



Meeting, so that will need to be posted and published when a decision is reached. Decided May's meeting would need to be virtual and will reevaluate for the June meeting.

6. Resolution No. 1920-017 – A mistake was made in regards to EDM dollars and this resolution will fix it.
7. SIA Plan – Chairman Bob and Director Kidd received, for the most part, the answers to their concerns. Direction was given that in the future the Board's input would be sought, and better communication given. When submitting the Plan, school districts were instructed to look at what would their plans look like at full funding, 75%, 50%, 0%. To get plans approved and submitted, but not to act on them yet. Do not hire.
8. Seismic Grant – We received bids from ZCS Engineering & Architecture, KPFF Consulting Engineers, and Miller Construction Engineers. Each were for \$25,000. Mr. Gilbert recommends going with ZCS Engineering & Architecture, as they come highly recommended.
9. Falls City Waste Water – Falls City City Manager Mac Corthell emailed Superintendent Houghtaling, looking for a Just Compensation letter. Email will be forwarded to all Board Members and discussed at the next meeting.

## **ACTION ITEMS**

### **1. Approve Consent Agenda**

- February 9, 2020 – Workshop, March 9, 2020 - Board Meeting, March 17, 2020 – Emergency Meeting, and March 24, 2020 – Emergency Meeting, Regular Minutes
- March 2020 Disbursements

Motion made by Director Sickles. Seconded by Director Kidd

Vote: all ayes. Chairman Young absent.

### **2. Approve Modified Budget Calendar**

Motion made by Director Sickles, seconded by Director Yother.

Vote: all ayes. Chairman Young absent.

### **3. Resolution No 1920-017**

Motion made by Director Yother, seconded by Director Kidd.

Vote: all ayes. Chairman Young absent.

### **4. Approve SIA Plan**

Motion made by Director Sickles, seconded by Director Yother.

Vote: all ayes. Chairman Young absent.

### **5. Approve Non-School Day FACES Employees to be paid during the shutdown: Ellen Burgess, Sophie Davis, Amber Houghtaling, Alyssia Johnson, Mikayla Rasnake, Dillan Watkin, Amara Houghtaling, Jeremy Labrado, Gage Scheet**

Motion made by Director Sickles, seconded by Director Yother.

Vote: all ayes. Chairman Young absent.

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, May 18, 2020.

Regular Session at 6:30 pm.

Vice Chairman Davis adjourned at 7:45 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**May 18, 2020**

**Art Houghtaling, Superintendent**

**503-787-3521**

The Falls City School Board will meet Monday, May 18, 2020 at 6:30 pm virtually on Zoom. The public is welcome to attend the open portion of any meeting as posted. A link to the Zoom meeting is available on the district website at [fallscityschools.org](http://fallscityschools.org).

**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened at 6:45 pm

**Board Members in attendance:**

Bret Davis, Vice Chair  
Shanda Yother

Larry Sickles, Director

**Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
Corrine Symolon, Reset Room Director  
Amy Houghtaling, FACES Program Director

Micke Kidd, High School Principal  
Lynn Bailey, English Teacher  
John Gilbert, Facilities Manager

**Audience Members in attendance:**

Jackie Olson, CFO WESD  
Jeremy Gordon, Falls City Mayor

Mac Corthell, Falls City City Manager

**FLAG SALUTE**

**ADDITIONS AND AMENDMENTS**

**REPORTS**

- SUPERINTENDENT/ELEMENTARY SCHOOL PRINCIPAL – Not much new to report. Continuing to have staff meetings in order to keep everyone informed. Working on next years calendar. It will need a few adjustments, but needs start and end dates. Reviewed how Social Distance Learning was going.
- High School – Teachers are starting to figure stuff out. Grades are going in. Staff are recognizing that some students are struggling with not having good learning environments. Senior signs and shirts were created and delivered. We still had 3 students that need to finish work to graduate, but we are confident in those students pulling it together. Still no news on graduation at this time. Staff are working hard through their frustrations to serve our students. Oregon Department of Education granted wavier to maintain this style of food delivery throughout the summer. PEBT is Federal dollars allocating for addressing food insecurities for families who's students qualify for free or reduced

lunches. Since we are Community Eligibility Provision School, all of our students will qualify for these monies.

- Business Manager – See Report. Revenue Forecast isn't out yet, but we aren't expecting it to be good. Lots of lost revenue from Lottery dollars. We expect multiple hits to funding to occur. We may be able to utilize leftover monies from this year to help with next year's funding.
- Facilities Manager – Deep Clean of all 4 buildings has been completed using additional staff. Grounds work will start soon as we enter into Spring. It looks like Senate Bill 1149 will be enough to cover the Elementary School. The girls locker room has been pressure washed to remove all the old paint that covered the tile, showing a different color entirely.
- Athletic Director – Principal Kidd has a meeting with Athletic Director Sickles soon to get an update on sports.
- FACES Coordinator – No Report. Continuing to find jobs for FACES employees to do. Bethany Cornutt is posting Virtual Field Trips to the Facebook page every Friday. Making efforts to reach out and connect with families and partners.
- Reset Room – See Report. Reviewed what's been happening. Created Staff Support Check-ins. Parent Support Website, producing and posting videos to the website. Providing 1 on 1 support for specific students. Superintendent Houghtaling, HS Principal Kidd, and Reset Room Director Symolon have been meeting regular to ensure support is set up and ready to go for the fall.
- Teacher Updates – Teachers and Staff are working on sending out care packages to kiddos every couple of weeks. Received a grant for \$600 to purchase playground style balls for every student. Students had really gotten into playing 4-square and this will give them an opportunity to play it at home.
- FCTA – No Report

#### **INFORMATION & DISCUSSION ONLY**

1. 2020-2021 School District Calendar – Tabled for next month. Need beginning and ending dates confirmed. Discussed rearranging some of the June school days to Fridays. Due to attendance drops on Fridays, it's not a good option.
2. Enclosed Play Structure Update – Punch list off to RA Gray. Still need to weld handrails. Superintendent Houghtaling will be calling Bob Gray to see about wrapping everything up.
3. Enclosed Play Structure Loan – Discussed how much of a loan was budgeted for the add-on's, \$200,000. Discussed giving ourselves a little buffer by going for \$250,000, with the understanding we can always pay back what we don't use. Discussed if we could use the extra for other district repairs. Decided against that, that Play Structure dollars would stay specific to the Play Structure.
4. Distance Learning for All – Teachers are exhausted and already worried about next year.
5. City Waste Water – Whether it is decided to make it a purchase or donation, the City will have legal documentation drawn up. All questions will be answered before anything is signed/approved. The school is leaning towards donation at this time, with the stipulation that legal documentation stating who is responsible for the clean-up after the construction is done. Board discussed leaving it Superintendent Houghtaling and HS Principal Kidd's hands from here on out.
6. Seismic Grant – Reviewed Seismic Grant bids. All bids were comparable. Facilities Manager Gilbert recommended ZCS as they have a stellar reputation. As well as they will assist with further grant endeavors.
7. Safe Schools letter of support – When the time come we will create community flyers.
8. Graduation – This is a place holder as a reminder to maintain discussions for an eventual real graduation. At this time, we are looking at August 5<sup>th</sup> as a potential date.

## **ACTION ITEMS**

### **1. Approve Consent Agenda**

- April 13, 2020 – Board Meeting Minutes
- April 2020 Disbursements

Motion made by Director Sickles. Seconded by Director Yother

Vote: all ayes. Chairman Young and Director Kidd absent

### **2. Approve 2020-21 School District Calendar**

Tabled

### **3. Resolution No 1920-018 – In the amount of \$250,000, all monies earmarked for the Enclosed Play Structure use only.**

Motion made by Director Sickles, seconded by Director Yother

Vote: all ayes. Chairman Young and Director Kidd absent.

### **4. Seismic Grant Awarded to ZCS per their Proposal**

Motion made by Director Sickles, seconded by Director Yother.

Vote: all ayes. Chairman Young and Director Kidd absent.

## **GOOD OF THE ORDER:**

- Director Yother informed the board of the July OSBA Summer Conferences Cancellation. Mentioned the guest speaker who was going to speak on Implicit Biased and what a loss it was not to go. Be mindful everyone.
- Get a link to Reset Room Director Symolon's webpage out to the High School.

## **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, June 15, 2020.

Regular Session at 6:30 pm.

Vice Chairman Davis adjourned at 7:41 pm.

**FALLS CITY SCHOOL DISTRICT #57**  
**REGULAR BOARD MEETING**

**June 15, 2020**

**Art Houghtaling, Superintendent**

**503-787-3521**

The Falls City School Board will meet Monday, June 15, 2020 at 6:30 pm virtually on Zoom. The public is welcome to attend the open portion of any meeting as posted. A link to the Zoom meeting is available on the district website at [fallscityschools.org](http://fallscityschools.org).

**REGULAR BOARD MEETING - OPEN TO THE PUBLIC**

Chairman Young opened at 5:25 pm

**Board Members in attendance:**

Bob Young, Chairman  
Jami Kidd, Director

Bret Davis, Vice Chair  
Shanda Yother, Director

**Staff Members in Attendance:**

Art Houghtaling, Superintendent  
Donna Creekmore, Admin Assistant  
Dennis Sickles, Athletic Director

Micke Kidd, High School Principal  
John Gilbert, Facilities Manager

**Audience Members in attendance:**

Jackie Olson, CFO WESD

**FLAG SALUTE**

**ADDITIONS AND AMENDMENTS**

- Add Resolution 19-20 021 – Supplemental Budget

**REPORTS**

- SUPERINTENDENT/ELEMENTARY SCHOOL PRINCIPAL – No Report. Planning for next year, Initial Guidance, Number of Students per Classroom. Covid Outbreak team has been built from both buildings. Plans are being created for the possibility of delayed opening, by looking at other school plans to see what others are doing. We are receiving guidance every 2 weeks.
- High School – No Report. Been pretty busy with students trying to get credits sorted. There are lots of errors. Both Principal Kidd and Natascha are working hard to sort everything out for the students, including sending out letters to parents listing incompletes. Principal Kidd has been in contact with Perrydale SD to get an idea of how they are dealing with everything, which includes multiple approaches. Graduation is scheduled for July 17<sup>th</sup>. We've ordered 250 chairs to be set up outside with Social Distance Guidelines addressed. Dean Munkers may be able to video tape the graduation, drones

might be used. High School teachers are diligently working on the High School Guidance. Teachers ratified their contract.

- Business Manager – No big changes. Updated Economic Forecast. Ending Fund Balance is over a million dollars, still need to see the insurance pool. End of year expenditures have reduced adding more money to the pool. We are currently implementing 4 furlough day to offset costs, we will discuss adding them back in the future.
- Facilities Manager – See Report. Deep clean of schools are done, gym is done, library is done. Every other week we are working on projects we wouldn't be able to do ordinarily. The ticket booth will be done next week. Football Field aerated. Seed for the field has been gifted to us. We will fertilize over the summer. We opened the Summer work crew up to include 8<sup>th</sup> graders. We are interviewing 2 of them this Thursday. Discussed sending a Thank You to the seed company that donated the seed for the Football Field. Right now we are getting ready to set up for graduation and measuring classrooms to determine the number of students allowed per room. So far we are averaging 19-20 people per classroom.
- Athletic Director – No Report. Wanted to discuss the possibility of purchasing our own aerator. Right now it costs about \$2,000 twice a year to have it done. It would cost about \$2,000 to purchase an aerator for ourselves. We would still need to pay someone to use it. Question of where we would store it. Discussed the possibility of storing it between the 2 storage sheds on the Football Field. It would potentially bring the cost down to \$150 twice a year for someone to aerate the field, if we purchased the equipment. With the understanding that it would be labor intensive. Athletic Director attended OSSA webinars. They are currently encouraging us to follow state recommendation. They instituted a shut down through July 31<sup>st</sup>. PACE will not pay for any Covid related sickness. Phase II offers more options for summer. Kids will need to sign waivers. Kids can share equipment. Need permission from both Administration as well as our Insurance Co. OSAA is currently a go for Fall Sports, without any clarity of how it will look. Everything will depend on State Infection Rates. Received an email from Mt. West, concerning our Middle School sports. They are asking us not to participate with them next year. Travel time is just too great for the younger students. Will be looking at what our options are. Our Co-op with Kings Valley has expired. We will need to re-up. Kings Valley will need to do the paperwork and then the Board would need to approve it. Money may be a factor for Kings Valley. The Football team received a \$250 donation.
- FACES Coordinator – No Report.
- Reset Room – See Report. Continuing with student and staff meetings.
- Teacher Updates – Discussed contracts.
- FCTA – No Report

## **INFORMATION & DISCUSSION ONLY**

1. 2020-2021 School District Calendar – We are very close for the number of student contact hours. Any snow days will need to be made up. Looking into waivers if there is an outbreak. We instituted 4 furlough days; 2 instructional, 1 conference, 1 Inservice. We will be prioritizing days to add back if possible, to put contact/instruction days back first. Our hours are very close. If we do end up putting days back, will that come before the Board, yes it would.
2. Enclosed Play Structure Update – Moving right along, going over the punch list. Don't have word on dirt delivery yet. Met with electricians, have a fixture list. \$200-250K should be enough to finish the building, plus some leftover. Do we put it back in towards the principal or the roof... Should be done by the time school starts. Right now, power is holding us back. Different pieces will need to go out for bid. Does

anyone have a problem with Chairman Young doing the framing work? Discussed the “appearance” if Chairman Young does the work.

3. Adopt 20-21 Budget – Resolution 19-20 019
4. Approve Teacher Contract – Insurance Cap increased by 2.5% to \$1,416. 2% COLA and Step increase. Thank you Vice Chair Davis, Director Sickles and staff for working on what seems a fair contract, all things considered.
5. Accept Bambino’s Donation \$600 – We received these monies for the purchase of Bouncy Balls. The intention was to ensure each student was able to receive their very own bouncy ball, as well as sidewalk chalk and instructions on how to play Foursquare, which was a playground favorite this year. Discussed the possibility of putting a Foursquare outline in the new enclosed play structure floor. Have Donna send a thank you.
6. Graduation – July 17<sup>th</sup> is plan A, Plan B depends of the Phase we are in at the time.
7. Resolution No. 19-20 019 and 19-20 020 – Capital Improvement. Additional Monies. Makes them spendable.

## **ACTION ITEMS**

### **1. Approve Consent Agenda**

- May 18, 2020 – Board Meeting Minutes
- May 2020 Disbursements
  - Accounts Payable: Check numbers 5076-5126 in the amount of \$141,105.80.
  - Payroll Expenses: Checks and Direct Deposits in the amount of \$234,945.45.

Motion made by Director Kidd. Seconded by Vice Chair Davis

Vote: all ayes. Director Sickles absent

### **2. Approve 2020-21 School District Calendar**

Motion made by Director Kidd. Seconded by Director Yother

Vote: all ayes. Director Sickles absent

### **3. Adopt 2020-2021 Budget – Resolution 19-20 019**

Motion made by Vice Chair Davis, seconded by Director Yother

Vote: all ayes. Director Sickles absent.

### **4. Approve Teacher Contracts – 1 year**

Motion made by Director Kidd. Seconded by Vice Chair Davis

Vote: all ayes. Director Sickles absent

### **5. Accept Bambino’s Donation of \$600**

Motion made by Director Yother. Seconded by Vice Chair Davis

Vote: all ayes. Director Sickles absent

## **6. Resolution 19-20 020 & 19-20 021**

Motion made by Director Kidd. Seconded by Director Yother  
Vote: all ayes. Director Sickles absent

## **7. Approve Potential Co-op with Kings Valley**

Motion made by Vice Chair Davis. Seconded by Director Kidd  
Vote: all ayes. Director Sickles absent

### **GOOD OF THE ORDER:**

- Director Yother asked about the City easement proposed at the last board meeting. Needs further discussion. Still have concerns about what will be left behind, how much clean up the school will be responsible with after all is said and done. The City wasn't terribly helpful with the Enclosed Play Structure project. Clear documentation will have to be kept to make sure fidelity is ensured. Can lawyers draw up something that says that the City is responsible for removing the underground equipment at the Football field if that becomes necessary in the future.
- Academic Achievement Case is installed in the HS hallway. Still needs lights and glass, but looks nice.
- Falls City City Manager Mac Corthell has offered the school a 99 year lease on the upper park ball field, in case we have an interest in using it for gym/sports. It would take a lot of work to make it usable and is not plumbed for watering.
- Discussed how Board Meetings will be moving forward. At this time, a combined in-person and virtual meeting is best, till we can move to an all in-person meeting.
- Cap each grade class size depending on the square footage of each class size. Cafeteria space is a concern, we will keep the conversation open and keep the board upraised of any and all developments.

### **ANNOUNCEMENTS:**

Next Regular Board Meeting: Monday, July 20, 2020.

Regular Session at 6:30 pm.

Chairman Young adjourned at 7:35 pm.