



## Butte Falls School District #91

P.O. Box 228 · 720 Laurel Ave · Butte Falls, OR 97522

(541) 865-3563 · Fax (541) 865-3217

*Accredited by Northwest Accreditation Commission*

### OFFICIAL MINUTES OF REGULAR SCHOOL BOARD MEETING MONDAY NOVEMBER 9, 2020

- DATE/TIME/PLACE:** A regular meeting of the School Board of Butte Falls School District 91 was held on Monday November 9, 2020 at 6:00 p.m. in elementary gym, 239 Main Street, Butte Falls, Oregon. The meeting followed the emergency procedures for public meetings. Virtual access to the public was provided via Zoom.
- ROLL CALL:** Present: Steve Nelson, Mark Carlton, Dan Murphy (arrived at 6:10 p.m.)  
Stephanie Pitts (via Zoom)  
Absent: Aaron Worman
- ADMINISTRATION:** Dr. Phil Long, Dianne Gorman  
Racheal Aiken (via Zoom)
- SECRETARY:** Julie Freeman (via Zoom)
- PUBLIC:** Mardell Smith (via Zoom)
- CALL TO ORDER:** Board Chair Steve Nelson called the meeting to order at 6:03 p.m.
- PLEDGE OF ALLEGIANCE:** Mr. Nelson led the Pledge of Allegiance.
- APPROVE AGENDA:** Mr. Carlton made a motion to approve the agenda with the change on 5.5 becoming an information item rather than an action item. Mrs. Pitts seconded. 3 aye votes, 0 opposed.
- CONSENT AGENDA/  
MINUTES:** Mr. Carlton made a motion to approve the minutes of the October 12, 2020 board meeting. Mrs. Pitts seconded. 3 aye votes, 0 opposed.
- AUDIT  
PRESENTATION:** Brandon Lee, CPA for Neuner Davidson & Co. presented board members and administration with a copy of the 2019-2020 audit report. Mr. Lee stated that the audit went well regardless of the challenges with COVID-19. He encouraged board members to ask questions or contact him later if they had any questions.
- Mr. Lee recommended that board members take time to read pages 12-26 as it clarifies the financial statements.

SCHOOL BOARD MINUTES  
Monday November 9, 2020

-2-

Mr. Lee lead the board through the audit report, highlighting specific pages that he thought may be of interest to the school board.

Mr. Lee spoke about the transfer to the food service program and explained the PERS system financial impacts on school districts. Mr. Lee also reminded the board of the importance of enrollment, as it was the key to success in small districts.

Mr. Lee stated that the district had two findings in the 2019-2020 audit. One related to an unanticipated over-expenditure of District revenue by \$4,877. This apparently was due to the disruption of regular school business by the COVID-19 pandemic and last-minute expenses due to response to COVID-19. The other was an error in reconciling several instances of reported daily absences with the sign out sheet at the elementary campus. The plan to respond to these findings is to review procedures and protocols with staff assigned to these tasks. This has already occurred.

SUPERINTENDENT  
REPORTS:

**Natural Resource Center:** Dr. Long reported that Mr. Mathas continued making progress on projects at the N.R.C.

**Enrollment:** Dr. Long shared that enrollment was at 227 students at the end of October. Dr. Long shared the new Oregon COVID-19 metrics for schools with the board members. Dr. Long stated the new metrics do not allow for on campus learning at this time. He stated that the district was hoping to bring some students back near the end of January, if the metrics improve sufficiently.

**Campus Security/Safety:** Dr. Long shared the progress on the fencing project at the elementary. He has asked staff to further limit their "footprints" when they come on campus and only go where they need to go, thus limiting potential exposure to COVID-19.

**Elementary Seismic RFP.:** Dr. Long shared that a RFP will be advertised in local newspapers for the engineer work for the elementary seismic grant beginning on Wednesday, November 11, 2020.

REVIEW OF  
PAYMENTS:

Board members reviewed the expenditure report and asked for clarification on various expenditures. Mrs. Aiken provided answers.

FINANCIAL  
SUMMARY:

Mrs. Aiken provided the board with the current financial reports and was able to answer questions presented by the board.

CHARTER SCHOOL/  
STAFFING UPDATE:

Mrs. Gorman presented pages from the Butte Falls Community Bulletin, including the latest updated newsletter from Dr. Long addressing information for students, parents, staff and community members. Mrs. Gorman also shared the success of a virtual assembly with high school students. She stated that counseling opportunities for students were still being offered through both the Rogue Community Health and Southern Oregon ESD.

SCHOOL BOARD MINUTES  
Monday November 9, 2020

-3-

ESSA/SITE  
COUNCIL/PARENT  
INVOLVEMENT:

Mrs. Freeman stated that she did not have anything to report at this time.

BUTTE FALLS  
COMMUNITY  
SCHOOL  
PARTNERSHIP:

Mr. Murphy stated that the pre-school was operating within the state guidelines.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS: **2019-2020 Audit:** Mr. Murphy made a motion to accept and approve the 2019-2020 audit. Mr. Carlton seconded. 4 ayes, 0 opposed.

**Student Investment Account (SIA) Grant Agreement:** Dr. Long shared the SIA grant agreement with board members. He offered time for input and public comment on the grant agreement. There was none. Mr. Carlton made a motion to approve the Student Investment Account Grant Agreement, Grant No. 13598. Mr. Murphy seconded. 4 ayes, 0 opposed.

**2020-2021 Calendar Revision:** Mr. Murphy made a motion to approve the 2020-2021 revised calendar. Mr. Carlton seconded. 4 ayes, 0 opposed.

**Division 22 Assurances Report to Community:** Dr. Long presented the board with the 2019-2020 Assurances Report to the Community. The report included a complete summary of the Division 22 Requirements for 20-19-2020 with hyperlinks to the standards. He reported that the district was in compliance in all of the standards, except the reporting of the Assurances, which was delayed due to the fire. He also stated that the report was posted on the school website at [www.buttefalls.k12.or.us](http://www.buttefalls.k12.or.us) as of October 30, 2020. Mr. Carlton made a motion to approve the Jackson County School District 91 Division 22 Standards 2019-2020 Assurances Report. Mr. Murphy seconded. 4 ayes, 0 opposed.

**OSBA Election:** Dr. Long provided information on the candidates for the OSBA election and the proposed OSBA Resolution supporting OSBA's Principles and Policies. He asked the board members to review the candidates and the resolution and to be prepared to vote at the December meeting.

**District Contractors Board:** Dr. Long noted that at the July 2020 Board meeting the Board had established the mechanism for convening a Contractor's Board. He asked the School Board to form this Contractor's Board, noting that it would require two board members to participate in in the RFP process. Board chair Steve Nelson and Board Director Mark Carlton volunteered. Dr. Long stated that the RFP will be posted in the Upper Rogue Independent, Medford Mail Tribune and the Grants Pass Courier. Mr. Murphy made a motion to appoint Steve Nelson and Mark Carlton as members to join Dr. Long on the District Contractors Board for the RFP process for the Elementary Seismic Project. Mr. Murphy seconded. 4 ayes, 0 opposed.

SCHOOL BOARD MINUTES  
Monday November 9, 2020

-4-

**First Reading Board Policies: ACB All Students Belong**

Dr. Long presented the board with Board Policy ACB and asked that the board review the policy be prepared to discuss and take action at the December board meeting.

**Resolution 21-03 Elementary Seismic Retrofit:** Mr. Murphy made a motion to approve Resolution 21-03. Mr. Carlton seconded. 4 ayes, 0 opposed.

**Resolution 21-04 ESSER Fund:** Mr. Murphy made a motion to approve Resolution 21-04. Mr. Carlton seconded. 4 ayes, 0 opposed.

**Resolution 21-05 GEER Fund:** Mr. Murphy made a motion to approve Resolution 21-04. Mr. Carlton seconded. 4 ayes, 0 opposed.

**PERSONNEL:**

**RTI Coordinator:** Mr. Murphy made a motion to hire Sarti Powell as the 2020-2021 RTI Coordinator. Mr. Carlton seconded. 4 ayes, 0 opposed.

**COMMENTS/  
FUTURE  
ITEMS FROM  
THE BOARD:**

**Mr. Nelson:** None

**Mrs. Pitts:** Mrs. Pitts stated she liked how Klamath schools wanted to get the kids in school.

**Mr. Murphy:** None

**Dr. Long:** Dr. Long stated that if anyone from the public would like to make a comment on anything discussed in the meeting to please contact [Feedback@buttefalls.k12.or.us](mailto:Feedback@buttefalls.k12.or.us)

**ADJOURNMENT:**

With no further business, the regular meeting was adjourned at 8:08 p.m.  
**Motion:** Mr. Murphy. **Second:** Mr. Carlton. 4 aye votes, 0 opposed.