



## Butte Falls School District #91

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

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### OFFICIAL MINUTES OF SCHOOL BOARD MEETING MONDAY July 1, 2019

- DATE/TIME/PLACE:** A meeting of the School Board of Butte Falls School District 91 was held on Monday July 1, 2019 at 4:30 p.m. in the district office meeting room, 720 Laurel Avenue, Butte Falls, OR.
- ROLL CALL:** Stephanie Pitts, Steve Nelson, Dan Murphy, Mark Carlton Absent: Aaron Worman  
**ADMINISTRATION:** Dr. Phil Long, Dianne Gorman
- SECRETARY:** Julie Freeman
- PUBLIC:** None
- CALL TO ORDER:** Board Chair Stephanie Pitts called the meeting to order at 4:30 p.m.
- PLEDGE OF THE ALLEGIANCE:** Mrs. Pitts led the Pledge of Allegiance.
- ELECT CHAIR/  
VICE CHAIR:** Mr. Murphy made a motion to nominate Stephanie Pitts as Board Chair of the Butte Falls School District. Mr. Nelson Seconded. 3 aye votes, 0 opposed. Mrs. Pitts abstained.
- Mr. Murphy made a motion to nominate Steve Nelson as Board Chair of the Butte Falls School District. Mr. Carlton seconded. 3 aye votes, 0 opposed. Mr. Nelson abstained.
- APPROVE AGENDA:** Agenda Adjustments:  
Remove:
  - 5.3 Collective Bargaining agreementAdd:
  - 3.1 add the principal report
  - 6.4 Hire Ben DeCarlo-Action- Dr. LongOther:
  - Move the executive session to the beginning of the meeting rather than the end.Mr. Nelson made a motion to approve the agenda as amended. Mr. Carlton seconded. 4 ayes, 0 opposed.
- EXECUTIVE SESSION:** Mrs. Pitts placed the board in executive session under ORS 192.660(2)(d) and ORS 192.660(2)(i) at 4:37 p.m.
- OPEN SESSION:** At 5:00 p.m. Mrs. Pitts took the board out of executive session and placed the board into open session.
- APPROVE MINUTES:** Mr. Murphy made a motion to approve the minutes of June 3, 2019. Mr. Carlton seconded. 4 aye votes, 0 opposed.

SUPERINTENDENT  
UPDATES:

Dr. Long gave brief report on the summer maintenance projects. He also reported that the staff would be attending a "Positive Discipline" training in August. He also reported that he and Principal Gorman would present a data review at the next meeting.

Mrs. Gorman gave the board a copy of the latest community bulletin and went through the school and district pages.

REVIEW OF  
PAYMENTS:

Board members reviewed the expenditure report and asked for clarification about a few of the expenditures. Mrs. Aiken provided answers.

FINANCIAL  
SUMMARY:

Mrs. Aiken went through the financials and presented the board with a 2018-2019 Financial Overview. She stated that there was an ending balance of \$344,006.

PUBLIC COMMENT: None

OLD BUSINESS: None

NEW BUSINESS:

**5.1 Official Designations** – Mrs. Pitts read the list of the 2019-2020 Official Designations. Mr. Carlton made a motion to approve the Official Designations for the 2019-2020 school year as corrected to include regular board meeting for March to be included in the Tuesday meetings. Mr. Nelson seconded. 4 aye votes, 0 opposed.

**5.2 HASS Plan** – Dr. Long gave the board an update on the HASS safety plan and stated that the district was in the process of completing the plan and he would bring it to the next regular board meeting.

PERSONNEL:

**6.1 – Administrative Assistant Agreement** – Mr. Murphy made a motion to approve the Administrative Assistant Agreement for the 2019-2020 school year. Mrs. Pitts opened it up for discussion. There was no discussion. Mr. Carlton seconded. 4 aye votes, 0 opposed.

**6.2 – Principal Contract** – Mr. Murphy made a motion to approve the Principal Contract for the 2019-2020 school year with a one year extension for the 2020-2021 school year. Mrs. Pitts opened it up for discussion. There was no discussion. Mr. Carlton seconded. 4 aye votes, 0 opposed.

**6.3 Superintendent Contract** – Mr. Murphy made a motion to approve the Superintendent Contract through June 30, 2022 Mrs. Pitts opened it up for discussion. There was no discussion. Mr. Carlton seconded. 4 aye votes, 0 opposed.

**6.5 Hire Benjamin DeCarlow Seventh Grade Teacher.** Mr. Nelson made a motion to hire Benjamin DeCarlow as the Seventh Grade Teacher. Mr. Carlton seconded. 4 aye votes, 0 opposed.

COMMENTS FROM  
THE BOARD:

Mr. Murphy thanked Mrs. Aiken for fixing the financial report so one can read it.

Mr. Nelson commended everyone for doing a good job and keeping a focus on the future.

Mr. Carlton asked if we have a forestry program like Eagle Point School District. Mrs. Gorman stated that they were working on some forest electives for the fall. Dr. Long shared some of the activities that were going on at the NRC in regards to forest learning.

Mrs. Pitts asked Dr. Long if the board could to a review of the data and review the five year plan also at the next meeting.

ADJOURNMENT: With no further business, the regular meeting was adjourned at 6:14 p.m.

## 5.1 OFFICIAL DESIGNATIONS 2019-2020 (BFSD #91)

- **Superintendent, School District Clerk:** Dr. Phil Long
- **Deputy Clerk/Budget Officer:** Racheal Aiken  
**Safety Officer:** Dianne Gorman  
**Transportation Director:** Julie Freeman
- **Regular Board Meeting Date, Time, Place:**
  - Third Monday of each month (no meeting in August), except for January, and February and March, when it will be the second Monday due to holidays.
  - 6:00 p.m. (except for July 1 meeting which will be at 4:30)
  - District office meeting room, 720 Laurel Avenue, Butte Falls
- **Depositories:**  
District funds will be deposited at Umpqua Bank or savings in Jackson County and the Local Government Investment Pool secured by FDIC and proper collateralization
- **Legal Counsel:**
  - OSBA Legal Division
  - Paul Dakopolos, Attorney
  - Hungerford Law Firm
- **Insurance Agent of Record:**
  - Lloyd Williamson, Protectors Insurance, LLP
- **Coordinator of Americans with Disabilities Act:**
  - Dr. Phil Long
- **Newspaper of Record:**
  - Upper Rogue Independent, Eagle Point, Oregon
- **Authorize bonds provision for District Clerk and Deputy Clerk:**
  - Protectors Insurance, LLP
- **Authorize persons to sign district and student account checks (requires two signatures):**
  - Philip Long (district accounts)
  - Dianne Gorman (district and student accounts)
  - Dorothy (Jeany) Moore (secondary school student account)
  - Julie Freeman (elementary school student account)
  - Mardell Smith (elementary school student account)
  - Racheal Aiken (district and student accounts)

- **Authorize persons to apply for and receive federal, state, and private grant funding:**
  - Superintendent/Clerk
  - Deputy Clerk
  
- **Auditor:**
  - Cooley, Rapp & Friel, LLC, DBA: Neuner Davidson & Co.
  
- **403(b) Vendors:**
  - American Fidelity
  - Horace Mann
- **Section 125 Vendor :**
  - American Fidelity
- **HSA Provider:**
  - American Fidelity
- **Investment Provider:**
  - American Fidelity
  
- **Local Public Contract Review Board for the District:**
  - Butte Falls School Board
  
- **Student Accident Insurance:**
  - Myers, Stevens & Toohey