

BOARD MET AT HARPER SCHOOLS July 14, 2016 7:30 PM  
MEMBERS PRESENT: JEFF ROMANS CHAIR., GARY JOHNSON, FRANK JORDAN, LISA FISHER.  
RON TALBOT, SUPERINTENDENT  
KAREN STEELE, DEPUTY CLERK  
OTHERS: CARMAN LOVELL, ROD HALL  
BUSINESS CONDUCTED: REGULAR MEETING

Gary Johnson moved to approve the minutes of 6-6-16, Frank Jordan seconded, passed unanimously.

Lisa Fisher moved to approve the agenda with the additions;

1. Superintendent contract.
2. Update on 3&4 grade teacher applications
3. Discus teacher improvement.

Gary Johnson seconded, passed unanimously.

There was no patron input.

Nominations for Chairman were opened.

Gary Johnson moved to nominate Jeff Romans for a second term as chairman, Lisa Fisher seconded, passed unanimously. No other nominations were made, Jeff accepted the Chair.

Frank Jordan moved to nominate Gary Johnson as vice-chair, Lisa Fisher seconded. No other nominations were made, Gary accepted Vice-chair.

Chairman Romans presented the salaries and health insurance caps to Rod Hall stating that the Board felt they were in line with other districts of similar size in custodial salaries and benefits. Rod Hall accepted the previous offer for his salary for 2016-17.

Gary Johnson moved to approve the following annual authorizations:

**Annual Authorizations:**

- a. Clerk and Chief Executive Officer – Ron Talbot
- b. Bonded Personnel at \$25,000 and an additional bond of \$10,000 for the Superintendent.
- c. Deputy Clerk/Business Manager –Karen Steele.
- d. Executive Secretary – Vanessa Jager.
- e. Custodian of the Funds – Ron Talbot and Karen Steele
- f. Authorized Signatures for District # 66 – Ron Talbot, Karen Steele, Alicia Trump-Anderson.

- g. Student Body Account Vanessa Jager, Karen Steele, Ron Talbot, and Student Body Treasurer.
- h. Spending limit without Board approval - \$5000
- i. Authority to Borrow – Clerk and Deputy Clerk
- j. Budget Officer – Ron Talbot
- k. Auditor – Brian Richins
- l. Depository of Funds – Umpqua Bank and Oregon State Treasurer.
- m. Confidential Employees – Ron Talbot, Karen Steele, and Vanessa Jager
- n. Review and authorize offer vs serve in hot lunch as 3 or 5 and breakfast as 2 or 3
- o. Regular monthly Board meeting to be the Second Thursday of every month at 8:00 p.m.( 7:00 p.m. in Winter months) in the District Board Room.
- p. Newspaper of notification – Malheur Enterprise
- q. Local public contract review board – Harper School Board of Directors
- r. Bidding Procedures – Current Attorney General Model Public Contract rules manual is adopted as Board Policy
- s. Workmen Compensation carrier – SAIF
- t. Insurance Agent of Record – Ellen Martinez – ( Field – Waldo)

Frank Jordan seconded, passed unanimously.

The Board was updated on the kitchen renovation and looked at the new epoxy floor in the cafeteria, hall and girls locker room. Superintendent Talbot discussed plans he has to have shop classes and FFA students erect the green house. Materials for the foundation and cover for the hothouse are being provided by a grant for the CTE program.

Lisa Fisher moved to approve the fund balances stated in the GASB 54 resolution, Gary Johnson seconded, passed unanimously.

Talbot moved approval of the Student handbook to the August meeting stating he had one more change he needed to finish.

Talbot presented his contract to the Board for an additional three years, stating he was only asking for the 2% certified received on base of the salary schedule and whatever increase in the insurance cap given to the certified.

Superintendent evaluation and how it should be conducted was discussed. The Board asked Talbot how he felt this should take place. Talbot told the Board he wants to see progress in student improvement and is working towards that goal. He stated the Board should be able to see if they are happy with the way things are operating and asked them to come in and talk if they see a problem.

Lisa Fisher moved to approve Talbot's contract for another three years, Gary Johnson seconded, passed unanimously.

Chairman Romans talked about what he and the rest of the Board would like to see in the coming year in staff improvement. Their concerns were consistency and accountability in dealing with student academics and behavior management, stressing tardiness to classes, absenteeism, and participating in athletics after being absent from school. They asked that Talbot and the certified staff come up with a

plan in dealing with these issues. The Board asked Talbot how teachers were evaluated on their performances. Talbot stated that each teacher is formally evaluated every two years and is informed when those evaluations will take place. He also does pop in visits to their classrooms throughout the year to see if students are on task and in a learning environment. He stated that monthly curriculum meetings are held and that at those a subject could be spotlighted in which the teacher teaching that subject could report to the Board. He discussed the tools being used to evaluate student progress, the assessment tests, Moby Max and IXL.

The Board asked teacher Carman Lovell for her thoughts. Carman felt the District should use the tools currently in use to evaluate student progress, suggesting also that Talbot periodically check teacher lesson plans.

The Board asked how the search for a new teacher was progressing. Talbot stated that only two applications were received, one of those took a job before the interview and the other was interviewed. He stated he will be going to the Summer Institute next week and planned to see if any other district had interviewed candidates they weren't offering a job.

Lisa Fisher moved to pay bills and adjourn, Gary Johnson seconded, passed unanimously. Meeting adjourned at 10:35 pm.

\_\_\_\_\_ Chairman \_\_\_\_\_ Deputy Clerk