

Board Meeting  
Applegate Elementary

January 19, 2017  
7:00 PM

AGENDA

**6:30 pm**      **EXECUTIVE SESSION** (Session under the authority of ORS 192-660) (1) PERSONNEL  
Bargaining

**7:00 pm**      **Board Meeting**

**I**      Call to Order/Flag Salute

**II**      Agenda Review

**III**      Public Comment on Non Agenda items:

**IV**      Reports:

a) 7<sup>th</sup>-12<sup>th</sup> Secondary Principal-Marci Haro

- Winter Homecoming
- Accreditations
- Discipline

b) Chris Walkup-Glas Architects

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c) 7<sup>th</sup>-12<sup>th</sup> Secondary Principal-Marci Haro

- Winter Homecoming
- 
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d) Superintendent/Principal- Aaron Brown

- Enrollment (Handout)
- District Goals (Handout)

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**VII Information Items:**

- February 3, 2017-Grading Day No School (Subject to change)
- February 9, 2017-Budget Work Session-5:30 Dinner provided
- February 10, 2017-Conferences Half Day (Subject to change)
- February 15, 2017- Half Day for Students Teacher Training
- February 16, 2017- School Board Meeting-Lorane Grange
- February 20, 2017- President's Day No School

**IX Meeting Adjourned at:\_\_\_\_\_**

November 7, 2016

TO: David Lanza

RE: Insurance Stipend

Please see that the following administrators are paid a one time yearly payment of \$900.00 per administrator listed below effective 2016/2017 and yearly thereafter through their employment with the district.

- Marci Haro
- Lee Ann Hartwig
- Bryan Wood
- Donna Willits
- Richard Reaksecker

Payments will be made yearly to the above Administrative staff as agreed by the board to offset their support of going to a lower insurance coverage health plan.

Sincerely,

Aaron Brown  
Superintendent

## ADMINISTRATIVE INSURANCE ADJUSTMENT

2015/2016 Premiums 2,289.13 @ 12 = 27,469.59 per admin positions = \$137,347.95

2016/2017 Reduced Premiums 1,663.37 @ 12 = 19,960.44 per admin positions = \$99,802.20

4 Premium @ 7,509.12 savings with lower plan 4 plans = 37,545.60

4 plans with \$900.00 adjustment for taking lesser plan = \$3600.00 expenditure to district

Total savings with all adjustments = \$33,945.60

RESOLUTION AUTHORIZING ISSUANCE OF  
INDIVIDUAL PROCUREMENT CARDS

WHEREAS, the Board of Directors of Crow-Applegate-Lorane School District #66 has authority to purchase goods and services in an amount not to exceed \$10,000 utilizing any means it deems appropriate; and

WHEREAS, the costs to individually issue purchase orders and administrate the procurement of individualized purchases for each staff member constitute a significant economic burden on the resources of the school district; and

WHEREAS, it is the desire of the Board of Directors to enable each authorized individual staff member to procure authorized supplies for school purposes to facilitate creative teaching processes; and

WHEREAS, it is the desire of the Board of Directors to reduce the economic burden on the resources of the school district by increasing efficiency and reducing the administrative costs of the district and to respond to the district's daily operational needs in accordance with the procurement process as established by Oregon Revised Statutes; and

WHEREAS, the Board of Directors recognize that the Procurement Card is neither a substitute for public bidding nor the district's existing procurement program, and that the Procurement Card program is not being implemented for the purpose of bid splitting and avoidance of the statutorily mandated public bidding process; and

WHEREAS, the Oregon Association of School Business Officials has entered into a partnership with the Illinois Association of School Business Officials and Illinois ASBO has negotiated with the Bank of Montreal, a Canadian-chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603, to administer, on behalf of participating school districts and colleges in the State of Illinois, a Procurement Card system issued to individual authorized employees of the district with established limits and purposes; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Marcola School District 79J as follows:

- ONE: The superintendent and/or business manager of the school district are authorized by the Board of Directors to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the school district under such terms and conditions as approved by its legal counsel and this Board.
- TWO: As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Staff Agreement.
- THREE: As a condition precedent to receiving the Procurement Card, the business manager shall establish a monetary limit of authority for each employee's use of the Procurement Card.

**Board Minutes**  
Applegate Elementary

**December 19, 2016**  
7:00 PM

6:30 PM      **Executive Session** (Session under the authority of ORS 192-660) (1) Personnel  
Reduction in staff due to low enrollment in classes.

7:00 PM      **Board Meeting**

Meeting was called to order by Board Chair, Jeff Ramp. Directors present: Dean Livelybrooks, Troy Wilson, and Doug Perry. Austin Bloom absent. Staff Present: Superintendent, Aaron Brown, Secondary Principal, Marci Haro, District Service Manager, Lee Ann Hartwig and Maintenance Supervisor, Bryan Wood. Additional visitors, Mike McCallum, Martin Simmons, Sue Kacskos, Roy Nelson, Ron Person, and Mike Hodgert.

Discussion was held from above listed visitors on the importance of keeping auto type shop classes. In light of the recent decline in enrollment in the two classes offered the board has agreed to reduce those class offerings at this time. The Superintendent will be looking at other options.

Superintendent from the Lane ESD, Larry Sullivan, was scheduled to speak at this meeting but was unable to attend. Ann Sherman from the Bond Council was scheduled to conference call with the board but we were unable to connect. Superintendent, Aaron Brown updated the board on the next steps required by the board and the district for the sale of the district bonds.

Secondary Principal, Marci Haro spoke to the board regarding the recent ALICE Drill they had and the continuation of them to come. Discussion was held regarding the fund raiser in which various staff members took a pie in the face. Superintendent Brown and Principal Haro are currently working on the high school accreditation report. Discipline has been low at the middle and high school. Currently they are having a school improvement meeting weekly instead of monthly.

Superintendent, Aaron Brown spoke to the board regarding the district enrollment staying steady. **Superintendent Brown, certified to the CAL School Board that he has completed and presented its annual report to the community and is in compliance with and implemented as required all standards for Public Elementary and Secondary Schools as set out in OAR Chapter 581, Division 22.** Discussion was also held regarding Measure 98 and the impact it would have to the students at the high school.

- January 16, 2017-MLK Day-No School
- January 19, 2017-Board meeting Location to be determined.

**IX Meeting Adjourned at: 9:16 pm.**

CROW-APPEGATE-LORANE SCHOOL DISTRICT  
CHECK REGISTER - DISBURSEMENT FUND

DATE: 01/12/2017  
TIME: 16:54:28

SELECTION CRITERIA: transact\_ck\_date between '20161201 00:00:00.000' and '20161231 00:00:00.000'  
ACCOUNTING PERIOD: 7/17

FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACCOUNT NUMBER	DESCRIPTION	SALES TAX	AMOUNT
A101.5	V359	12/09/16	1106	ANALYTICAL LABORATORY GR	1002540107000000	LAB:1611334 AES ELEM	0.00	40.00
A101.5	V359	12/09/16	1106	ANALYTICAL LABORATORY GR	1002540612000000	LAB:161135 CROW HS	0.00	40.00
A101.5	V359	12/09/16	1106	ANALYTICAL LABORATORY GR	1002540612000000	LAB:1611806-001-004	0.00	160.00
TOTAL CHECK							0.00	240.00
A101.5	V360	12/09/16	1214	JERRY BROWN CO., INC.	1002550000000000	BLUE DEF	0.00	240.00
A101.5	V360	12/09/16	1214	JERRY BROWN CO., INC.	1002550000000000	UNLEADED/BIODIRSEL	0.00	2,488.13
TOTAL CHECK							0.00	2,728.13
A101.5	V361	12/09/16	1215	JERRY'S BUILDING MATERIA	1001131612050000	RATCHET BAND CLAMP	0.00	-59.98
A101.5	V361	12/09/16	1215	JERRY'S BUILDING MATERIA	1001131612050000	HARDWARE-CLSSRM SUPP	0.00	24.54
A101.5	V361	12/09/16	1215	JERRY'S BUILDING MATERIA	1001131612050000	QUICK GRIP	0.00	59.97
A101.5	V361	12/09/16	1215	JERRY'S BUILDING MATERIA	1002410107000000	PAINTER'S TAPE	0.00	89.96
A101.5	V361	12/09/16	1215	JERRY'S BUILDING MATERIA	1001131612050000	HARDWARE-CLSSRM SUPP	0.00	109.35
TOTAL CHECK							0.00	223.84
A101.5	V362	12/09/16	2115	BRIAN KAU	1002660000000000	SMART LEARNING SUITE	0.00	129.00
A101.5	V363	12/09/16	2430	LANE COUNTY SCHOOL DISTR	1002550000000000	BUS #5 REPAIR	0.00	147.79
A101.5	V363	12/09/16	2430	LANE COUNTY SCHOOL DISTR	1002550000000000	BUS #4 INSPECTION	0.00	786.85
TOTAL CHECK							0.00	934.64
A101.5	V364	12/09/16	1236	LANE ESD	2322240000000000	STUDYING SKLLFL TCHNG	0.00	165.00
A101.5	V365	12/09/16	1237	LES SCHWAB	1002550000000000	BUS #1 TIRE INSTALL	0.00	90.00
A101.5	V365	12/09/16	1237	LES SCHWAB	1002550000000000	BUS #2 TIRES/INSTALL	0.00	813.68
A101.5	V365	12/09/16	1237	LES SCHWAB	1002550000000000	BUS #8 DRIVE TIRES	0.00	1,265.60
TOTAL CHECK							0.00	2,169.28
A101.5	V366	12/09/16	0685	MCDONALD WHOLESAL	2853100107000000	AES FOOD SERVICE	0.00	29.66
A101.5	V366	12/09/16	0685	MCDONALD WHOLESAL	2853100107000000	AES FOOD SERVICE	0.00	547.84
A101.5	V366	12/09/16	0685	MCDONALD WHOLESAL	2853100612000000	CHS FOOD SERVICE	0.00	547.85
A101.5	V366	12/09/16	0685	MCDONALD WHOLESAL	2853100107000000	ORIG INV #2364016	0.00	-29.66
A101.5	V366	12/09/16	0685	MCDONALD WHOLESAL	2853100612000000	CHS FOOD SERVICE	0.00	846.57
A101.5	V366	12/09/16	0685	MCDONALD WHOLESAL	2853100107000000	AES FOOD SERVICE	0.00	846.57
TOTAL CHECK							0.00	2,788.83
A101.5	V367	12/09/16	2547	MEAGAN LETURNO	1002410107000000	KITS PARENTS NIGHT	0.00	26.98
A101.5	V367	12/09/16	2547	MEAGAN LETURNO	1002410107000000	KITS MEETING FOOD	0.00	69.98
A101.5	V367	12/09/16	2547	MEAGAN LETURNO	1001111107000000	KITS PARENT NIGHT	0.00	112.63
TOTAL CHECK							0.00	209.59
A101.5	V368	12/09/16	2217	SOUTH FORK COFFEE CO.	1002540107000000	A#001690 ELEMENTARY	0.00	262.35
A101.5	V369	12/09/16	2187	UMPQUA DAIRY PRODUCTS CO	2853100612000000	CHS DAIRY SERVICE	0.00	72.79
A101.5	V369	12/09/16	2187	UMPQUA DAIRY PRODUCTS CO	2853100107000000	AES DAIRY SERVICE	0.00	72.79
A101.5	V369	12/09/16	2187	UMPQUA DAIRY PRODUCTS CO	2853100612000000	CHS DAIRY SERVICE	0.00	73.04
A101.5	V369	12/09/16	2187	UMPQUA DAIRY PRODUCTS CO	2853100107000000	AES DAIRY SERVICE	0.00	73.04
TOTAL CHECK							0.00	291.66
A101.5	V370	12/09/16	1679	DONNA WILLITS	1002410107000000	10/14-11/19/16MILEAGE	0.00	227.88



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FUND - 100 - GENERAL FUND

CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACCOUNT NUMBER	DESCRIPTION	SALES TAX	AMOUNT
A101.5	22182	12/05/16	1344	STAPLES CREDIT PLAN	1002410107000000	ACCT ENDING IN 8860	0.00	307.29
A101.5	22182	12/05/16	1344	STAPLES CREDIT PLAN	1002410612000000	ACCT ENDING IN 8860	0.00	337.33
A101.5	22182	12/05/16	1344	STAPLES CREDIT PLAN	1002410107000000	ACCT ENDING IN 8860	0.00	337.33
TOTAL CHECK								3,609.54
A101.5	22183	12/09/16	1667	A T & T	1002540000000000	LONG DIST SERV NOV	0.00	133.45
A101.5	22184	12/09/16	1472	ALSCO	1002540000000000	PAPER/SOAP PRODUCTS	0.00	971.70
A101.5	22184	12/09/16	1472	ALSCO	1002540000000000	PAPER/SOAP/LINERS	0.00	984.99
TOTAL CHECK								1,956.69
A101.5	22185	12/09/16	1719	LORI BARRONG	1001111107000000	CLASSROOM SUPPLIES	0.00	106.41
A101.5	22186	12/09/16	2465	BI-MART #669	1001250612320000	STUDENT SUPPLIES	0.00	23.74
A101.5	22186	12/09/16	2465	BI-MART #669	1002540612000000	BLEACH/WTR TREATMENT	0.00	25.02
TOTAL CHECK								48.76
A101.5	22187	12/09/16	2287	BRIM TRACTOR COMPANY	1002540000000000	AIR FILTERS	0.00	82.43
A101.5	22188	12/09/16	2483	BUILDERS ELECTRIC INC	1002540612000000	ELEC REPAIR:WELD SHOP	0.00	591.90
A101.5	22189	12/09/16	1364	CENTURY LINK	1002540000000000	503-T61-4828 563B NOV	0.00	238.66
A101.5	22189	12/09/16	1364	CENTURY LINK	1002540000000000	503-Z04-0021 216B NOV	0.00	760.77
TOTAL CHECK								999.43
A101.5	22190	12/09/16	1435	CLAY'S REFRIGERATION, IN	1002540107000000	REPAIR: REFRIGERANT	0.00	197.30
A101.5	22191	12/09/16	1166	DEMCO INC	1002222612000000	LABEL PROTECTORS	0.00	305.99
A101.5	22192	12/09/16	2587	CARRIE DRULLINGER	2841132612230220	MS VBALL 9/12-10/19	0.00	210.00
A101.5	22193	12/09/16	2502	EVERBANK COMMERCIAL FINA	1002410107000000	C# 20177159 NOVEMBER	0.00	462.01
A101.5	22194	12/09/16	2494	EVERGREEN ROOFING OF ORE	4002540000000800	AES ROOFING PROJECT	0.00	14,005.00
A101.5	22195	12/09/16	1414	FOLLETT SCHOOL SOLUTIONS	1002222612000000	B/O ASSORTED TITLES	0.00	242.59
A101.5	22195	12/09/16	1414	FOLLETT SCHOOL SOLUTIONS	1002222612000000	ASSORTED TITLES	0.00	704.96
TOTAL CHECK								947.55
A101.5	22196	12/09/16	1710	GEORGIE'S CERAMIC & CLA	1001131612050000	WONDER WHITE CLAY	0.00	38.00
A101.5	22197	12/09/16	2528	GLAS ARCHITECTS, LLC	4002540000000810	SERVICE 9/30-10/28/16	0.00	4,264.09
A101.5	22198	12/09/16	1899	CATHY GLAZIER	1002410612000000	POSTAGE	0.00	6.45
A101.5	22198	12/09/16	1899	CATHY GLAZIER	1002410612000000	BOOKS FOR M HARO	0.00	14.59
TOTAL CHECK								21.04
A101.5	22199	12/09/16	1199	GRAYBAR ELECTRIC COMPANY	1002540000000000	GE LIGHTING	0.00	94.25
A101.5	22199	12/09/16	1199	GRAYBAR ELECTRIC COMPANY	1002540000000000	BIT SET/FLUOR LAMPS	0.00	172.85
TOTAL CHECK								267.10
A101.5	22200	12/09/16	2588	INTERKAL, LLC	1002540612000000	SSM SEAT MODULE	0.00	516.48

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CASH ACCT	CHECK NO	ISSUE DT	VENDOR	NAME	ACCOUNT NUMBER	-----DESCRIPTION-----	SALES TAX	AMOUNT
TOTAL CASH ACCOUNT							0.00	48,855.91
TOTAL FUND							0.00	48,855.91
TOTAL REPORT							0.00	48,855.91

**Crow-Applegate-Lorane School District**  
**2016-17 General Fund Financial Summary**  
**December 31, 2016**

	<b>Budget</b>	<b>Actual: Jul-Dec</b>	<b>Projected: Jan-Jun</b>	<b>Projected for Year</b>	<b>Variance</b>	
					<b>\$</b>	<b>%</b>
<b>Resources</b>						
State School Fund	2,193,000	1,332,839	844,874	2,177,713	(15,287)	-0.7%
Property Tax	1,112,000	1,008,189	133,490	1,141,679	29,679	2.7%
Local Option Levy	130,000	121,311	15,100	136,411	6,411	4.9%
Miscellaneous/Local Revenues	47,000	28,276	21,884	50,160	3,160	6.7%
Common School Funds	30,000	-	34,000	34,000	4,000	13.3%
Local Option Grant	12,000	-	12,000	12,000	-	0.0%
County School Funds	6,000	-	5,000	5,000	(1,000)	-16.7%
High Cost Disability Grant	50,000	-	50,000	50,000	-	0.0%
Interest	6,000	4,000	2,920	6,920	920	15.3%
Small High School Grant	19,000	-	19,000	19,000	-	0.0%
Transfer From Capital Projects Fund	-	-	85,000	85,000	85,000	-
<b>Total Revenues</b>	<b>3,605,000</b>	<b>2,494,615</b>	<b>1,223,268</b>	<b>3,717,883</b>	<b>112,883</b>	<b>3.1%</b>
Beginning Fund Balance	340,000	345,081	-	345,081	5,081	1.5%
<b>Total Resources</b>	<b>3,945,000</b>	<b>2,839,696</b>	<b>1,223,268</b>	<b>4,062,964</b>	<b>117,964</b>	<b>3.0%</b>

<b>Requirements</b>						
Salaries	1,770,482	864,960	1,029,837	1,894,797	124,315	7.0% (1)
Benefits	1,079,711	475,201	581,617	1,056,818	(22,893)	-2.1%
Purchased Services	403,430	88,818	289,626	378,444	(24,986)	-6.2%
Supplies and Materials	191,850	74,292	104,990	179,282	(12,568)	-6.6%
Capital Outlay	-	6,664	-	6,664	6,664	- (2)
Other	79,960	71,072	9,325	80,397	437	0.5%
Transfers	130,900	-	130,900	130,900	-	0.0%
<b>Total Expenditures</b>	<b>3,656,333</b>	<b>1,581,007</b>	<b>2,146,295</b>	<b>3,727,302</b>	<b>70,969</b>	<b>1.9%</b>
Contingency/Ending Fund Balance	288,667	-	-	335,662	46,995	16.3%
<b>Total Requirements</b>	<b>3,945,000</b>	<b>1,581,007</b>	<b>2,146,295</b>	<b>4,062,964</b>	<b>117,964</b>	<b>3.0%</b>

Operating excess/(deficit)	(51,333)	(9,419)
Contingency/Ending Fund Balance	8.0%	9.0%

(1) Includes additional certified and classified FTE and an increase in the superintendent's salary that is offset by a reduction in benefits.

(2) New phone system.