

**THE BOARD OF DIRECTORS OF SCHOOL DISTRICT NO. 16, COUNTY OF HARNEY,
MET AT FRENCHGLEN SCHOOL IN SAID DISTRICT, ON THE 8th day of July, 2025 at
6:00 P.M.**

Board Present: Corbin Hammond, Nevada Miller, Rene Villagrana, Debbie Webb and Mary Murphy (later by phone).

Others Present: Earlyna Hammond, Clerk, Carolyn Whitney, teacher, Sid for aide interview.

The meeting was called to order at 6:00 P.M.

The “Beginning of the Year Duties” were discussed. Corbin motioned to leave everything as is. Rene seconded and AIF. Things remain the same:

Nevada as board Chairman and Debbie as Vice-Chairman.

Earlyna will remain school deputy clerk with Julie Opie as Budget Officer/preparer.

Official Auditors will be Millington & Co. CPAs (formerly Brian Richins CPAs) located in Fruitland, ID.

The regular monthly board meetings will continue to be the second Tuesday of each month (provided there is a quorum) at 6:00 P.M. until Fall and then changing to 5:00 P.M.

The US Bank and the Local Gov’t Pool will continue to be the depositories of the district.

Legal Counsel will be through PACE and OSBA.

Corbin motioned to approve the Agenda and Rene seconded. AIF.

Debbie motioned to approve the June minutes as presented and Rene seconded. AIF.

SICK LEAVE PAYMENT DISCUSSION

Carolyn Sick leave discussion continued: Carolyn reported that the sick leave payments can be written to Oregon Savings Growth which is a retirement account for teachers. Earlyna will check how to outline it on Carolyn’s 2025 W2 if at all. The first payment will be pre tax amount of \$3,900.00. Carolyn will confirm this in writing and bring back info to next meeting. Discussion: Corbin asked if the board is setting a precedence? Carolyn stated that it would not because she negotiates with the board each year. Discussion about what other districts do- the board was told again that other districts that were contacted do not pay for unused sick leave upon retirement. The board agreed this was strictly a case by

case scenario. It was agreed for the board to put in place parameters and balance benefits as well. The policy could state that sick leave could accrue up to a certain point regarding how many years they are here etc. The board agreed to work on a policy for the future. Earlyna can ask for Crane's policy as a guideline.

It was also discussed to change the line item in the budget to Oregon Savings Growth- this will be \$3,900/year for five years. This would be less if Carolyn used any of it. Debbie motioned to allow for the sick hours payments as discussed and Mary seconded. AIF.

VISITORS

Sid from the Hotel was present to interview for the teacher's aide position- she had emailed her letter of interest and resume earlier. Nevada asked for Carolyn to outline some of the duties or expectations.

Carolyn said that currently, there are three students and one day per week there will be five preschoolers for Jump Start. Nevada said that there's no reason the current school aged students can't be excelling with all of the extra good help etc. and that they will be the priority.

Sid was asked why she wanted to be the aide and what could she bring to the school environment? She stated that the early teachers in her life were so influential in how she turned out now. They helped encourage her love of reading; other than food industry she is drawn to young school children. Kids need that safe space outside of home. She has patience, empathy and compassion. It is also convenient since she will be finishing up working at the Hotel and is currently living in the school teacherage. It sounds like a great opportunity to her.

Sid was asked how she viewed the parent's involvement with their students? She elaborated that children need a safe space outside of the home space: she just wants parents and kids to feel secure wherever they are. Nevada stated that as a board, the control is still that family unit first, and then anything that can help support that is secondary. She added that we live in such a small community, treat everyone equally and don't want any "ruffles" and have it be an even field.

The board discussed that enrollment may drop: then the aide contract will be voided. Sid agreed this would be necessary. She can work from 9:30-2:45/3:00 while at the Hotel. After the hotel closes, could she come full days-yes. A background check and test is required-Carolyn will check on the test requirement? Nevada stated that the board has discussed if having an aide is

fiscally responsible? Do they pay for all school days? Maybe the aide would be part-time and not every day? There was discussion on housing ,electricity etc. The board thanked Sid for meeting with them and said they would get back in touch with her.

The board discussed how much to pay the aide. Sid does not have any experience or additional educational experience. The board discussed the possibility of \$17/hr. and then re-assess at the January meeting? Corbin stated this wage would be fine if rent and electricity is paid for by Sid- or the Hotel. If that changes after Hotel closes, then this could be reassessed.

Discussion: Carolyn was asked what the dress code for employees is and she read the dress code. There was discussion. The board agreed to advertise the position on social media, the school website and possibly the ESD and Chamber. Resume deadline would be August 4th and anyone interested will be interviewed at the August 7th board meeting.

(Mary joined the meeting by phone at 7:08 P.M.) She will not be available on the 7th but stated that she is fine with whatever is best for the school and teacherage. She would like to maintain the lease during hotel season if possible. She would like whoever lives there to pay the school. She agreed that advertising is great, researching the dress code is great, and to post the ad on social media. Earlyna will check with OSBA regarding dress code policies for employees.

PENDING/PAID BILLS

The board agreed to cancel the school fax line. The following bills were added: Century Link: \$199.93 (includes 13.34 credit); Whit Worx \$405 (Five mowings/six hours of yard work);VISA \$857.28. Rene motioned to approve the bills as presented and discussed and Debbie seconded. AIF.

CUSTODIAN REPORT/YARD MAINTENANCE

Carolyn said that the Janitors did end of year clean in June. Zach brought the weed eater back from Bend and one is no good- going to Bend for recycling.

INTERNAL CONTROL

No statement yet and checks were signed.

POLICY UPDATES

Nothing new.

TECHNOLOGY UPDATE

Carolyn said things are good. She hasn't worked on the library yet.

TEACHER'S REPORT

Carolyn reported that there will be a safety check in August (they are looking at every school- the state has hired someone to do this). We are not mandated to do anything but there will be a written report. Corbin asked if this will be public record? Carolyn will check and report back at the next meeting.

ODE- Carolyn has sent the lead water paperwork for a third time.

She will be attending a writing training in Ontario this month and an IPM in Roseburg for training. New teacher mentoring will kick off in Burns along with other August trainings.

The combination key lock will get put up in the pumphouse and the combination given to the board. A new cage for light fixture in gym is needed; the track lighting is in (SIA) but the cage that covers the one in the gym needs a new cage and will get put up.

Carolyn hasn't heard back about the locks and window coverings. Mike Fox had the fire training in the gym. Mike Fox was not here, did not arrange to get a key, etc. Corbin motioned to get a key to the hotel. Debbie seconded. AIF.

SAFETY COMMITTEE

Gutter guards and fascia needs repaired. Earlyna was asked to find out if there is a warranty on gutters?

NEW BUSINESS

The next meeting will be August 7th. The board would like for Shannon to come out and go through the OSBA board training with them (she offered to do this a few months ago). If she can't attend, can she send out the slideshow

OLD BUSINESS

State Land Update: Corbin asked if Ladd is gone? Mary doesn't know. Metal Sign- Hayden wants to donate the sign because he took so long to finish it. It will be dropped off soon. He can drop it in the school alley. Corbin said that the school still needed to pay him. Nevada stated that he was insisting on donating it. Earlyna suggested a thank you gift (certificate somewhere?) This will be tabled until August meeting.

Earlyna will send him a letter for the donation for his taxes 541-480-0075 Hayden.

The community sign location was discussed: frames, etc. The board agreed that both sides need to display the temp/time etc. Carolyn will keep looking and report back.

Remove fire marshall from Agenda.

Doug Stott will help with trees.

Yard Fencing- school deadline should work for completion.

CORRESPONDENCE

Mary and Debbie received board election documents to sign- Debbie signed.

The meeting adjourned at 8:13 P.M.

Respectfully Submitted,
Earlyna Hammond, Clerk