

ADEL SCHOOL DISTRICT
REGULAR BOARD MEETING
FEBRUARY 13, 2025 6PM

MEMBERS PRESENT

Aja O'Keeffe
Jason Jaeger, via phone in
Peter Osborne, via phone in

STAFF PRESENT

Lane Stratton, Superintendent
Tonya Stratton, Adel Clerk via Zoom
Stacey Martin, School Teacher

PUBLIC PRESENT

None

OPENING

The meeting was called to order at 6:06 p.m. by chair Aja O'Keeffe at the Adel School in Adel, Oregon.

AGENDA

Jason Jaeger made a motion to approve the February 2025 agenda. Peter Osborne seconded and the motion carried.

APPROVE MINUTES

Peter Osborne made a motion to approve January 2025 minutes, Jason Jaeger seconded and the motion carried.

CORRESPONDENCE

None

PUBLIC COMMENT

None

REPORTS

TEACHER REPORT - STACEY MARTIN

- **Math & Testing:** The school held their third all-school Zoom meeting focused on working out math problems. District testing was completed, but the timing was not ideal due to the two-day school break. There's a recognition that progress monitoring is needed, and much work is required to get back on track.
- **School Morale & Attendance:** Morale is high, but student absenteeism is impacting academics.
- **Internet Issues:** The satellite antenna is outdated, and four of them need replacement. Lane suggested contacting Sara, the business manager, to explore possible discounts through the E-Rate program which could provide some financial relief. Additionally, the hall and preschool do not have internet.
- **Field Trip Update:** Stacey proposed taking the 4th-7th graders to the *Hamilton* play in Eugene, but the timing didn't align with school breaks. She is now seeking approval for a similar field trip in the spring.

- **Preschool Expansion:** There are plans to expand the preschool schedule, with Wednesday afternoon sessions for preschoolers who choose to participate and an additional day on Mondays.
- **STEM Development:** Stacey and Lane met with Kelly, a sales representative, to discuss a new STEM proposal. Unfortunately, it was focused more toward careers. The STEM lab has hired a new funding officer and that has provided more grant opportunities for Adel to explore.

MAINTENANCE REPORT

Travis reported he fixed a water leak underneath the preschool and put the antenna back up.

PRINCIPAL REPORT (LANE STRATTON)

Mr. Stratton reported that we had a productive January staff meeting with the Adel crew. Wednesday afternoons are awesome in Adel. Mr. Stratton made a suggestion that during budget time we should think about getting a generator so if the power outages happen again and it is below freezing temperatures that are pipes don't freeze.

CLERK REPORT (TONYA STRATTON)

The clerk reported she completed the job descriptions for all classified employees that will be signed and kept in their employee files. She asked the board if they cared one way or the other whether we should keep the PO Box in Adel. The clerk stated that we do not receive bills at the PO Box mainly magazines and junk mail. The board didn't care one way or the other.

BOARD REPORT

Board chair asked the present board members about filing for a school board position and whether or not the clerk had done this in the past and paid the fee. Board member Jaeger said this could be construed as inappropriate and the school would be putting names on the ballot. Board chair stated that she has never had to pay for it and the clerk told her she would have to pay for it and do the filing. The clerk stated that it would be unethical for the school to pay for the \$10 fee. Board member Osborne shared that last time he was running board member Jim Hiatt dropped his application off and paid his fee. Aja O'Keefe, Peter Osborne and Terry Cahill are up for reelection.

FINANCIAL REPORT

At the previous board meeting the board chair raised a concern about line 2550 and the amount spent already. Mr. Stratton clarified it was related to an encumbrance, which made it appear as though most of the budgeted funds had already been spent. An encumbrance is typically a commitment for future spending, such as purchase orders or contracts, but it doesn't necessarily mean the money has been fully spent yet. No other questions were asked.

INFORMATION/DISCUSSION ITEMS

7.1 Local Service Plan

Mr. Stratton read the superintendent message to the board from the Local Service Plan. The plan is written in vanilla and we have big cuts coming that pay for some of our employees specifically Rosanna Cahill. In September you will be given a no vanilla memorandum of understanding regarding the breakdown of what Adel is really receiving for services. No questions were asked.

7.2 Classified/Certified Pay Scales

Discussion was had regarding what the temp column was on the current pay scale. The clerk asked if we were going to raise any of the other positions. Mr. Stratton reminded the board that typically everyone gets a cost of living raise each year. Board chair Jaeger said he would not suggest raising the

rate for CDL drivers the first year because we pay for all the training and travel costs. His concern is they quit and we have no recourse to recouping the money back. He feels like the second year would be more reasonable. Mr. Stratton suggested next time we pay for someone to get licensed we write up some sort of contract. If we approve to have two different pay scales for driving and someone drives a vehicle that is non-CDL but the person has a CDL, what scale do they get paid from? Everyone agreed they get the CDL pay rate regardless of the vehicle they are driving.

7.3 Copy Machine

The clerk reported that we purchased the Ricoh copy machine out right in 2019 with no maintenance contract. We have replaced the fuser which was expensive and it did not fix the problem. The mechanic from Office Tech in Klamath Falls logged in remotely to try and help us troubleshoot it. He thinks that the board is shot. Those are expensive and also expressed that are machine is old. The clerk received two proposals to purchase a new copy machine. A Canon which the ESD has and their service is great. The other machine is a Kyocera from Office Tech where we have received great service from as well. The board suggested asking some further questions. The clerk will do that and send the information via email to get a board vote.

ACTION ITEMS

8.1 Approve January Bills

Peter Osborne made a motion to approve January 2025 bills. Jason Jaeger seconded and the motion carried.

8.2 Local Service Plan

Jason Jaeger made a motion to approve the 25-26 Local Service plan. Peter Osborne seconded and the motion carried.

8.3 Classified/Certified Pay Scales

Jason Jaeger made a motion to approve the certified pay scale with more steps and lanes starting the 25-26 fiscal school year. Peter Osborne seconded and the motion carried.

Peter Osborne made a motion to remove the temp column and have the non-CDL and CDL columns starting the 25-26 fiscal year. The stipulation for the CDL column is to have drivers sign an agreement that they work for the district for one calendar year or they have to pay the district back at a prorated amount of money from the time they quit for them to get licensed/trained. Jason Jaeger seconded and the motion carried.

8.4 Oregon Education Collaborative Membership

Mr. Stratton informed the board that we approved this in last month's meeting but he made a mistake and was looking at old information for the membership dues. He is asking for the boards permission to pay the correct amount of \$1000. Peter Osborne made a motion to pay the membership dues of \$1000 to the Oregon Education Collaborative. Jason Jaeger seconded and the motion carried.

8.5 Copy Machine

Jason Jaeger made a motion to table this until we get more information. We will do an email vote. Peter Osborne seconded and the motion carried.

8.6 Approve Field Trip

Jason Jaeger made a motion to approve an overnight fieldtrip to a play performance with the 4th-7th graders. Peter Osborne seconded and the motion carried.

9.0 Adjournment

Jason Jaeger made a motion to adjourn the meeting at 7:24 pm. Peter Osborne seconded and the

motion carried.

Aja O'Keefe, Board Chair

Lane Stratton, Principal