



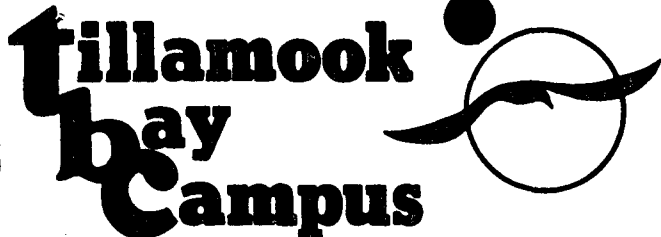
**Tillamook Bay Area Education District
6385 Tillamook Ave., Bay City, Oregon 97107**

AGENDA

BOARD MEETING

Meeting will be held: September 14, 1981
7:30 P.M.
Tillamook Bay Campus
Bay City, Oregon

- I. Minutes
- II. Budget Report
- III. Fall Term
- IV. Tuition rate exceptions
 - a. Senior Citizen rates - age cut off
 - b. Family rates
 - c. Deferred tuition
- V. Fee for classroom space at District #9 facilities
- VI. Travel Reimbursement Policy
 - a. Meals
 - b. Overnight accommodations
- VII. Holiday Schedule
- VIII. Discussion of Board Member Resignation
- IX. Oregon Educational Coordinating Commission Education Information Program



Tillamook Bay Area Education District
6385 Tillamook Ave., Bay City, Oregon 97107

MINUTES - TILLAMOOK BAY AREA EDUCATION DISTRICT

September 14, 1981
7:40 PM
Tillamook Bay Campus - Bay City

ITEM

DISCUSSION

Members Present

George Hamilton, Wayne Jensen, Helen Myers, Elwood Stait, Joyce Thompson

Non-Members Present

Roy Mason - President, Dick Minisce - Curriculum Director, Cheryl Van Natta - Secretary

Members Absent

Ron Hays, Nancy Harris

Call to Order

The meeting was called to order at 7:40 PM by Chairperson Stait.

Minutes

Wayne Jensen moved that the minutes be approved as corrected.

Second

George Hamilton

The minutes were approved as corrected.

Budget Report

President Mason explained the expenditure and income sheets to be presented to the Board each month. President Mason explained that new categories in the budget for the loan and interest paid on the loan must be created. The loan was repaid at the end of August.

Motion

Joyce Thompson moved to create a budget category and a category for the pay back of the interest.

Second

Wayne Jensen

Approved Unanimously

Fall Term

President Mason reported on the progress of the fall term. Classes will start on the 28th of September with registration starting on the 21st of the month. There will be about 28 transfer courses with vocational, secretarial science, GED/ABE classes and a variety of community education classes offered. Melanie Denison, the South County Coordinator is very successful in that position. She has had experience as an Assistant to the Community Education Director at a Community College in Minnesota.

Tuition Rate

President Mason explained that he would like a county wide standard policy for Senior citizen rates. President Mason stated that he would like to see a tuition of half price for each class a Senior citizen takes.

Motion

Wayne Jensen moved to have Roy send a letter on behalf of the Board concerning a standard for Senior tuition rate.

There was discussion on the subject of Senior tuition rates. George Hamilton prefers to leave the tuition rates as they are at the present time for this term.

Motion With-
drawn

Wayne Jensen withdrew the motion.

It was the general agreement of the Board that President Mason write a letter on the subject of Senior rates and present it to the Board at the next meeting. In South County the letter should go to all of the grade school districts.

Motion

Joyce Thompson moved to establish as a policy the intention of the A.E.D. to offer half price tuition for people over 62 years of age if completely retired.

George Hamilton agrees with the concept, but feels that the Board should work out the details before it is made a policy.

Second

There was no second to the motion made by Joyce Thompson.

Motion

Wayne Jensen moved to have the Senior tuition rates for this term as previously used.

Second

George Hamilton

George Hamilton - yeas

Wayne Jensen - yeas

Helen Myers - yeas

Elwood State - yeas

Joyce Thompson - neys

Family Rates

President Mason explained that under Clatsop the family rate policy was that the first family member paid the full tuition rate and that any other member taking the same class at the same time pays half the tuition rate.

There was a general discussion on the family rate policy.

Motion

George Hamilton moved that the district adopt a family rate of half price tuition for all family members after the first one.

Second

Helen Myers

Approved unanimously

Deferred
Tuition

President Mason explained Clatsop's policy of a student paying part of the tuition at the beginning of the term and part over the term with the balance being paid before the end of the term.

Motion

Joyce Thompson moved to have the deferred tuition policy be four credit hours or \$52 total to defer tuition. Payment will be half at the beginning of the term and the balance the seventh week of the term.

Second

George Hamilton

Approved unanimously

District #9
Classroom Fee

President Mason stated that the A.E.D. will not be charged for the use of classroom space in District #9. The policy will continue that if District #9 has to open a building for the A.E.D., the District will have to pay for the janitor and electricity.

President Mason will work out a reimbursement policy for equipment use. Joyce Thompson suggested that the district should have a damage deposit. The Board was in agreement.

Motion

Wayne Jensen moved that a letter of policy concerning reimbursement policy should go to each of the school districts and to Board Chairpersons.

Second

George Hamilton

Approved unanimously

Travel Reim-
bursement

President Mason stated that the district needs a policy concerning meals and overnite accommodations. He explained Clatsop's policy of reimbursement for meals if gone from office over a meal period - \$3.00 for breakfast, \$3.00 lunch, \$9.00 dinner and \$20 per nite for lodging or all of the amount if a receipt is presented.

There was considerable discussion concerning the travel policy to be developed by the A.E.D.

Motion

Helen Myers moved that a staff member fill out an accountability sheet and present receipts if amount spent exceeds - \$3.50 for breakfast, \$5.00 for lunch, \$7.50 for dinner and \$25 per nite for lodging.

Second

George Hamilton

Approved unanimously

Holiday
Schedule

The Board was in general agreement concerning the holiday schedule for employees.

Motion

Wayne Jensen moved to establish the following nine holidays:
1. New Years Day; 2. President's Day - 3rd Monday in February;
3. Memorial Day; 4. 4th of July; 5. Labor Day; 6. Vetern's Day - 11th of November; 7. Thanksgiving Day and 8. The Friday after Thanksgiving; 9. Christmas Day.

Second

George Hamilton

Wayne Jensen - yea
Joyce Thompson - yea
George Hamilton - yea
Elwood Stait - yea
Helen Myers - abstain

Board Member
Resignation

Nancy Harris will be resigning from the Board of Directors for the A.E.D. because she is the North County Coordinator. The state has passed the law that Board members can not be employees of the district. Nancy Harris has the at-large position on the Board. She will resign at the first of the year if the state law takes effect on January 1, 1982.

The Board discussed a replacement for Nancy Harris. It was decided that President Mason should see how Carl Hensley would feel about taking the position. Mr. Hensley was Nancy Harris' opponent.

OECC-Oregon
Educational
Co-ordinating
Commission

President Mason has received a letter from this Committee requesting possible services from the A.E.D. They need four sites for a workshop on community networking information. They need an agency to act as a home base. The Board agreed that holding a workshop here would be good public relations. The Board directed President Mason to write a letter stating the desire of the Board for the Commission to hold a workshop here. The Fall meeting would be at the end of November.

Painting

Board Members are encouraged to come to the TBC Campus and paint or work on the building whenever possible.

Neal Lemery

Neal Lemery verified that the Ballot title on the tax levey stated \$50,000. The difference between the amount of taxes collected and what was stated in the levey goes towards next years budget.

By-laws
Committee

A By-laws Committee needs to be formed President Mason stated. Chairperson Stait called for volunteers. Joyce Thompson and Elwood Stait volunteered. The Committee will be composed of these two Board Members.

Motion

George Hamilton moved to adjourn the meeting.

Second

Joyce Thompson

Approved unanimously

Respectfully submitted,

Cheryl Van Natta

Cheryl Van Natta
Secretary

EXPENDITURE

BUDGET ITEM	BUDGET AMOUNT	ENCUMBERED OR PAID OUT MONTHLY	TOTAL ACCUMULATIVE BALANCE
<u>INSTRUCTIONAL</u>			
Instructional Supplies	8,000	40.00	7,960.00
College Instructional Contract	163,348	00	161,461.79
ABE - Materials & Supplies	3,425	33.16	3,369.81
ABE/GED Tuition Waivers	3,000	00	3,000.00
Equipment Rental/Maintenance	2,440	150.00	2,290.00
Capital Equipment/Instructional	6,000	00	6,000.00
SUBTOTAL	186,213	223.16	184,081.60
<u>PERSONNEL</u>			
Salaries	89,000	6,958.67	74,815.25
Benefits	21,418	722.55	18,734.95
Travel	4,000	93.60	3,794.00
SUBTOTAL	114,418	7,774.82	97,344.20
<u>ADMINISTRATIVE</u>			
Capital Equipment	14,000	4,373.73	8,458.27
Board/Professional	7,975	87.80	7,875.20
Telephone	4,000	00	3,753.99
Office Supplies/Postage	9,500	233.23	9,183.77
Professional Services	5,500	125.00	4,930.00
Advertising & Publicity	10,000	77.32	9,801.55
Contracted Services	16,000	719.71	14,685.64
Utilities	5,000	132.75	4,464.08
All Other	5,000	265.28	4,684.72
Board Contingency	27,415	00	27,415.00
SUBTOTAL	104,390	5,014.82	95,252.22
GRAND TOTAL	290,603	14,012.80	376,678.02

INCOME

SEPTEMBER 1981

REVENUE	BUDGET	RECEIVED	BALANCE
State Sources	192,975	48,243	144,723
Federal Sources	9,900		
Local Sources			
Tuition & Fees	74,555	5,379.50	69,175.50
Other Sources			
Loan		10,000	.00
Books	10,000	340.70	9,659.30

FUND <u>General - Revenue</u> FUNCTION Object:	Adopted Budget	Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
STATE SOURCES						
<u>Operational Reimbursement:</u>						
State FTE Reimbursement: (155 FTE X \$1,245)	192,975	0	88,759.00	104,216.00		
<u>Grants & Contracts:</u>						
Defensive Drivers' Education (4 classes @ \$120 each)	480	0	132.00	348.00		
FEDERAL SOURCES						
<u>Grants & Contracts:</u>						
Adult Developmental Education Program	9,900	2,475.00	2,475.00	7,425.00		
LOCAL SOURCES						
<u>Current Taxes:</u>						
Taxes 1980-81 171,401 x 90%	150,000	0	57,650.19	92,349.81		
Oregon Dept. of Revenue						
TUITION & FEES						
<u>Tuition & Fees</u>						
tuition (\$13.00 X 37 Students X 155 FTE)	74,555	4,354.50	19,594.29	54,960.71		
Lab Fees	3,000	20.00	20.00	2,980.00		

FUND <u>General - Revenue</u> FUNCTION <u>Object;</u>	Adopted Budget	Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
OTHER SOURCES						
<u>Interest Income:</u>						
Investments	1,000	0	0	1,000.00		
<u>Other:</u>						
Timber Revenue	2,000	0	0	2,000.00		
Textbooks - Textbook Sales	10,000	199.30	1,859.05	8,140.95		
Indirect and Inkind Income	43,410	0	0	43,410.00		
Loan	10,000	0	10,000.00	0		
TOTAL	497,320	7,048.80	180,489.53	316,830.47		

FUND General - Expenses	Adopted Budget	Dec. Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
FUNCTION						
Object:						
INSTRUCTION						
<u>Materials & Services:</u>						
Instructional Supplies	5,000	222.00	349.39	4,650.61		
College Instructional Contract	175,504	5,209.79	8,066.11	167,437.89		
Staff Development	1,525	0	0	1,525.00		
Special Contracts - Set up Costs	2,000	0	1,872.65	127.35		
Lab Supplies	3,000	0	0	3,000.00		
ABE - Materials & Supplies	1,500	10.20	412.99	1,087.01		
Copy Machine Use	500	0	0	500.00		
Printing (Commercial-RAM/Etc.)	350	0	0	350.00		
Telephone	200	0	0	200.00		
Travel - Head Teacher	400	0	113.00	287.00		
In-Service	375	0	0	357.00		
Postage	100	0	0	100.00		
ABE/GED Tuition Waivers	3,000	0	0	3,000.00		
Textbooks	10,000	3,965.73	4,853.80	5,146.20		
<u>Equipment Repair & Replacement:</u>						
Equipment Repair/Maint/Rental	5,000	0	55.00	4,945.00		
<u>Capital Equipment:</u>						
Instructional	7,271	0	450.00	6,821.00		

FUND General - Expenses FUNCTION Object:	Adopted Budget	Dec. Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
COLLEGE SUPPORT SERVICES						
<u>Direct Personnel Services:</u>						
President	27,950	2,329.00	13,974.00	13,976.00		
Curriculum Director	18,000	1,500.00	9,000.00	9,000.00		
Secretary III	14,000	950.00	4,750.00	9,250.00		
ADE Center Coordinator (.2FTE)	3,150	350.00	1,050.00	2,100.00		
Secretary II	11,000	775.00	3,875.00	7,125.00		
Secretary II	9,450	775.00	3,875.00	5,575.00		
Janitorial Staff	4,000	330.00	1,043.21	2,956.78		
College Work Study	300	0	0	300.00		
Outreach Coordinators	5,000	1,107.18	1,107.18	3,892.82		
<u>Materials & Services:</u>						
Publications	275	5.50	29.00	246.00		
Capital Equipment	14,000	0	6,242.43	7,757.57		
Telephone	4,000	313.13	1,689.33	2,310.67		
Professional Association Membership	3,650	10.00	2,221.00	1,429.00		
Governing Board	3,000	10.10	133.30	2,866.70		
Advisory Committee	550	0	0	550.00		
Administrative Travel	4,000	195.40	1,847.63	2,152.37		
Postage	3,500	100.00	284.00	3,216.00		

Continued on next page

FUND <u>General - Expenses</u> FUNCTION Object:	Adopted Budget	<u>Dec.</u> Expenditures or Receipts	Total Expended or Encumbered	Remaining Budget Balance		
<u>Materials & Services, cont'd.:</u>						
Office Supplies	5,000	55.82	2,044.40	2,955.60		
Student Recognition	500	0	0	500.00		
Copy Machine Rental	1,440	100.00	450.00	990.00		
Legal Services	1,500	125.00	750.00	750.00		
Auditing & Accounting	2,000	0	260.00	1,740.00		
Insurance	3,000	0	0	3,000.00		
Printing (Commercial-RAM, Etc.)	1,000	0	41.40	958.60		
Contracted Services	6,000	152.72	577.93	5,422.07		
Advertising & Publicity	5,000	18.00	518.65	4,481.35		
Schedule Production	5,000	0	872.20	4,127.80		
 <u>PLANT OPERATION & MAINTENANCE</u>						
<u>Materials & Services:</u>						
Utilities	5,000	238.96	920.76	4,079.24		
Sign Installation/Painting	500	0	100.00	400.00		
Classroom Rent	5,000	0	0	5,000.00		
All Other Expenses	5,000	347.18	1,380.65	3,619.35		
Building Repair	10,000	84.02	2,123.22	7,876.78		
Office Maintenance	500	0	0	500.00		

FUND General - Expenses FUNCTION Object:	Adopted Budget	<i>Dec.</i> Expenditures or Receipts	Total Expended or Encumbered	Remianing Budget Balance		
INDIRECT COSTS						
Inkind Services	43,410	0	0	43,410.00		
Employee Benefits	22,766	1,992.04	9,446.17	13,319.84		
Board Contingency	23,154	0	0	23,154.00		
Unappropriated Ending Fund balance	0					
Loan	<u>10,000</u>		<u>10,000.00</u>	<u>0</u>		
TOTAL	497,320	<u>21,271.77</u>	<u>96,779.40</u>	<u>400,540.60</u>		