

December 20, 2023 at 7:00 pm

## **I. Call to Order**

The Board of Directors of Annex School District No. 29 met for their regular monthly meeting on Wednesday, December 20, 2023 while maintaining social distance. The meeting was called to order by Sharona Olsen at 7:03 pm. Board members in attendance: Sharona Olsen, Nick Grace, and Ida Sanchez. Also in attendance were Superintendent Steve Bishop and Auditor Brian Richins. Absent were Board Members Joe White and Melanie Roukema and Deputy Clerk Sarah Erstrom.

Sharona Olsen led the Pledge of Allegiance and read the Mission Statement.

Nick Grace moved to approve the agenda and Ida Sanchez seconded the motion. The motion carried by voice vote.

## **II. New Business**

- A. Auditor's Report: The audit presented by Brian Richins was moved to this time in the meeting so that the auditor could complete this portion and we could continue our meeting business. Mr. Richins noted that we were changing our bookkeeping practices to that of "Modified Cash Accrual" and explained what that entailed. He then presented the audit. During the audit he stated that we could move the Well Reserve and Asbestos Funds to the Capital Projects Fund in the spring when the budget for the 2024-2025 school year was developed. He also stated that once we get the bank statement reconciliation for July completed, we may initiate the auditing process and complete it earlier in the school year. Mr. Richins stated that the audit was without major findings and charged the Board and Superintendent with checking monthly to ensure that no budget categories were overspent.

AT THIS TIME THE MEETING WAS RETURNED TO THE "CALL TO ORDER" section of the Agenda

- a. Approval of Minutes
- b. Approval of Bills
- c. Approval of Financial Report

Nick Grace moved to approve the minutes and Ida Sanchez seconded the motion. The motion carried unanimously.

Nick Grace moved to approve the bills and Ida Sanchez seconded the motion. The motion carried unanimously.

Nick Grace moved to approve the financial report and Ida Sanchez seconded the motion. The motion carried unanimously.

Delegations/Patron's Comments: None

- B. Early Literacy Grant: Superintendent Bishop presented the Early Literacy Grant and pros and cons of applying for the grant. Nick Grace moved and Ida Sanchez seconded approving the application for the grant. Motion passed unanimously
- C. Superintendent Search: Superintendent Bishop shared materials with the Board provided by Malheur ESD to begin the process of hiring a new Superintendent due to Steve Bishop's retirement at the end of June 2024. (Board members requested that Superintendent Bishop copy and place the materials from the ESD in the Board Packets prior to the January 24<sup>th</sup> Board Meeting.)

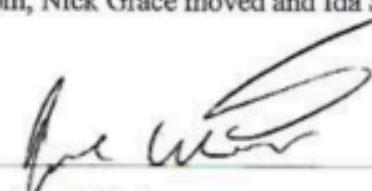
Old Business:

- A. HVAC Proposal: The previous and amended bids from Comfort Zone were presented by Steve Bishop and discussion ensued. Nick Grace moved and Ida Sanchez seconded to approve the amended bid proposal. Motion passed unanimously.
- B. Holiday Programs and Dinner: Superintendent Bishop reported on having two program presentations this year, one of which was done prior to the Holiday Luncheon. Pros and Cons were discussed.

Announcements: Superintendent Bishop went over the announcements.

At 8:28 pm, Nick Grace moved and Ida Sanchez seconded to adjourn the meeting. The motion carried.

Attest:

  
Board Chairman

  
Clerk