

ASTORIA SCHOOL DISTRICT 1C  
785 Alameda Avenue  
Astoria, OR 97103

## **REGULAR SCHOOL BOARD MEETING MINUTES**

August 8, 2018

### **ANNOUNCEMENTS/AGENDA MODIFICATIONS**

None.

#### **BOARD OF DIRECTORS PRESENT:**

Jeanette Sampson, Chair  
Grace Laman, Vice Chair  
Jenna Rickenbach, Director  
David Oser, Director

#### **ABSENT:**

Matthew Lindstrom, Director

**ALSO PRESENT:** Craig Hoppes, Superintendent-Clerk; Mindy Landwehr, Business Manager; Marisa Flukinger, Recorder (Please see Attachment A for complete list of attendees.)

### **1.0 CALL TO ORDER AND FLAG SALUTE**

Chair Sampson called a meeting of the Board of Directors of Astoria School District No. 1C, Clatsop County, to order at 6:16 P.M. on Wednesday, August 8, 2018, in the Astoria School District Boardroom. All present stood for the Pledge of Allegiance.

### **2.0 ELECT BOARD CHAIR**

Superintendent Hoppes explained that the district elects board chair and vice chair each year.

**VICE CHAIR LAMAN MADE A MOTION TO REELECT JEANETTE SAMPSON AS BOARD CHAIR AND DIRECTOR OSER SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

### **3.0 ELECT BOARD VICE CHAIR**

**DIRECTOR OSER MADE A MOTION TO REELECT GRACE LAMAN AS BOARD VICE CHAIR AND DIRECTOR RICKENBACH SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

### **4.0 AHS STUDENT REPRESENTATIVE**

None.

### **5.0 CONSENT AGENDA**

The following consent agenda items were presented:

- A. Approve minutes of Budget Hearing/Board Study Session, June 13, 2018
- B. Approve minutes of Regular Board Meeting, June 13, 2018
- C. Approve minutes of the Special Board Meeting, July 23, 2018
- D. Appoint Craig Hoppes as Clerk and Mindy Landwehr as Deputy Clerk

ASTORIA SCHOOL DISTRICT 1C  
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- E. Approve fidelity bonds for Craig Hoppes, Clerk, and Mindy Landwehr, Deputy Clerk, (\$100,000 each)
- F. Designate Mindy Landwehr as Custodian of Funds and authorize the facsimile signature of the Custodian of Funds
- G. Designate Mindy Landwehr as Budget Officer of the school district
- H. Appoint Dan Van Thiel Legal Counsel of the school district
- I. Authorize Mindy Landwehr, or in her absence, authorize Craig Hoppes to file an application and to act for the district for Public Law 874 (Federal Impact Monies)
- J. Designate The Daily Astorian as the official publication for legal notices
- K. Authorize Craig Hoppes, Superintendent, or in his absence, Mindy Landwehr, to sign all grant applications and to act for the district in federal ESEA programs
- L. Renew resolution regarding compliance with Title VI of Civil Rights Act of 1964 and Title IX of Educational Amendment of 1972
- M. Designate depositories for school funds
  1. United States National Bank of Oregon
  2. Columbia Bank (Bank of Astoria)
  3. Oregon State Pool
- N. Appoint Board of Directors as the Local Public Contract Review Board
- O. Authorize the Superintendent to apply for a short-term debt, in the event of a cash flow shortage, during the school year 2018-2019 not to exceed \$300,000
- P. Approve Section 125
- Q. Appoint Knutsen Insurance as district's insurance firm for 2018-2019
- R. Employment of Tess Hamby, 1.0 FTE Industrial Arts/Agriculture, Astoria High School, effective August 27, 2018
- S. Employment of Kathleen Kelly, 1.0 FTE Special Education Teacher, Astoria High School, effective August 27, 2018
- T. Employment of Buz Olson, 1.0 FTE 5<sup>th</sup> Grade Teacher, Lewis & Clark Elementary, effective August 27, 2018
- U. Employment of Samantha Beckett, 1.0 FTE Math Teacher, Astoria Middle School, effective August 27, 2018
- V. Employment of Denise Moore, 1.0 FTE 1<sup>st</sup> Grade Teacher, Astor Elementary, effective August 27, 2018

**DIRECTOR OSER MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED AND VICE CHAIR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

### **6.0 REPORTS**

#### **A. FINANCE REPORT**

Mindy Landwehr discussed the finance report. She explained that finances are running smoothly and as expected. She briefly discussed a successful summer feeding review. Director

ASTORIA SCHOOL DISTRICT 1C  
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Oser commented on the year-end statement and complimented the district finance management.

**B. GIFTS TO THE DISTRICT**

Chair Sampson read the Gifts to the District and thanked the contributors for their generosity.

**7.0 PATRON COMMENTS/QUESTIONS**

None.

**8.0 INFORMATION**

Board members reviewed the information items as presented.

**9.0 UNFINISHED BUSINESS**

None.

**10.0 NEW BUSINESS**

The following items of New Business were presented:

**A. BUSINESS MANAGER CONTRACT**

Superintended Hoppes asked the group to review the contract as presented. He explained that the business manager contract mirrors the administrator contract.

**DIRECTOR OSER MADE A MOTION TO APPROVE THE BUSINESS MANAGER CONTRACT AS PRESENTED AND VICE CHAIR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**B. DIRECTOR OF MAINTENANCE CONTRACT**

The group reviewed the document. Mr. Hoppes explained that the position previously paired Transportation Director and Maintenance Director. It is now split into two positions, with Mr. Eddy holding the maintenance director position. He added that the district had an interim transportation director in place, and they have received numerous applications for the open position. Director Oser appreciated the large job that Mr. Eddy had filled until now.

**DIRECTOR OSER MADE A MOTION TO APPROVE THE DIRECTOR OF MAINTENANCE CONTRACT AS PRESENTED AND VICE CHAIR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**C. SURPLUS ITEMS - TECHNOLOGY**

Board members reviewed the presented surplus items.

**DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE TECHNOLOGY SURPLUS ITEMS AS PRESENTED AND DIRECTOR OSER SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**D. ECACB – UNMANNED AIRCRAFT SYSTEM (UAS) A.K.A. DRONE (FIRST READING)**

Mr. Hoppes stated that the line items D-R were policy at first reading and not action items. He explained that our insurance company has requested additional language regarding UAS. There was a brief discussion regarding policy specifics.

ASTORIA SCHOOL DISTRICT 1C  
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**E. GBC – STAFF ETHICS (FIRST READING)**

Mr. Hoppes discussed that policy edits are as recommended by OSBA.

**F. GBN/JBA – SEXUAL HARASSMENT (FIRST READING)**

The group reviewed the policy. Mr. Hoppes discussed that policy edits are as recommended by OSBA. He added that the policy and supporting AR reflect updates to House Bill 4150 passed in 2018.

**G. GBN/JBA AR – SEXUAL HARASSMENT**

**H. GCBDC/GDBDC – DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT OR STALKING LEAVE (FIRST READING)**

Mr. Hoppes discussed that the policy and AR reflect new language as recommended by OSBA.

**I. GCBDC/GDBDC AR – DOMESTIC VIOLENCE, HARASSMENT, SEXUAL ASSAULT OR STALKING LEAVE**

**J. GCDA/GDDA – CRIMINAL RECORDS CHECK AND FINGERPRINTING (FIRST READING)**

The group reviewed the policy and AR. Mr. Hoppes discussed that the policy and AR reflect new OAR and new language as recommended by OSBA.

**K. GCDA/GDDA AR – CRIMINAL RECORDS CHECK AND FINGERPRINTING**

**L. ICC– VOLUNTEERS (FIRST READING)**

Mr. Hoppes explained that the policy is updated as recommended by OSBA.

**M. IGBA– STUDENTS WITH DISABILITIES (FIRST READING)**

The group reviewed line items M through R. Mr. Hoppes explained that the following six policy changes are as recommended by OSBA and reflect Senate Bill 1522 updated statutes. There was a brief discussion regarding district specifics and modified diploma requirements.

**N. IGBAH – SPECIAL EDUCATION – EVALUATION PROCEDURES (FIRST READING)**

**O. IGBAJ – SPECIAL EDUCATION – FREE APPROPRIATE PUBLIC EDUCATION (FAPE) (FIRST READING)**

**P. IGBAJ - AR – SPECIAL EDUCATION – FREE APPROPRIATE PUBLIC EDUCATION (FAPE)**

**Q. IKF – GRADUATION REQUIREMENTS (FIRST READING)**

**R. JECA– ADMISSION OF RESIDENT STUDENTS (FIRST READING)**

**11.0 COMMENTS**

**A. FOR THE GOOD OF THE ORDER**

No Comment.

**B. SUPERINTENDENT**

Superintendent Hoppes:

- Preparing for the upcoming school year
- Meeting with administrators regarding student attendance
- Two upcoming bond presentations planned

**C. BUSINESS MANAGER**

Mrs. Landwehr:

- District in the process of hiring 13 new certified staff plus several classified – many positions still open
- August 15<sup>th</sup> is the beginning of open enrollment for employee insurance benefits

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**D. BOARD MEMBERS**

Director Rickenbach:

- Confirmed upcoming beginning of year events and asked if the district needed anything from board members
- Saw the agriculture teacher at the fair – lots of people excited about the program
- The dunk tank was a success at the fair

Director Lindstrom:

- absent

Director Oser:

- Updated the group on the PAC – Yes for Astoria Kids - it is up and running
- PAC success in raising campaign funds, will begin various outreach projects

Vice Chair Laman:

- Appreciate the work of the PAC
- Was exciting to go to City Council meeting – people are excited and talking about the bond – great conversation

**E. BOARD CHAIR**

Chair Sampson:

- Thank you to Director Oser and Director Rickenbach for PAC work – It is in good hands
- Getting ready for the school year personally and professionally

**12.0 FUTURE MEETINGS**

Chair Sampson read the upcoming meetings and events.

- |   |   |
|---|---|
| A. Wednesday, September 12, 2018<br>6:15 P.M. | <u>BOARD STUDY SESSION</u><br>ASD Boardroom   |
| B. Wednesday, September 12, 2018<br>7:30 P.M. | <u>REGULAR BOARD MEETING</u><br>ASD Boardroom |

**13.0 ADJOURNMENT**

**DIRECTOR OSER MADE A MOTION TO ADJOURN THE MEETING AND VICE CHAIR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

The meeting was adjourned at 6:43 P.M.

  
Board Chair

  
Superintendent/Clerk