

REGULAR SCHOOL BOARD MEETING MINUTES

September 14, 2016

ANNOUNCEMENTS/AGENDA MODIFICATIONS

None

BOARD OF DIRECTORS PRESENT:

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

ALSO PRESENT: Craig Hoppes, Superintendent-Clerk; Mindy Landwehr, Business Manager, (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 7:30 P.M. on Wednesday, September 14, 2016 in the Astoria School District Boardroom. All present stood for the Pledge of Allegiance.

2.0 *COMMUNITY RECOGNITION

Director Laman read a recognition to the City of Astoria Public Works Department for the help and support of the lead testing at Astoria High School. In attendance from the Public Works Department was Ken Nelson and Eric Bufkin. Director Laman presented a certificate of appreciation both Ken and Eric.

3.0 AHS STUDENT REPRESENTATIVE REPORT

Sadie Wooldrige, the new AHS student representative, shared information about herself. Sadie is a junior at Astoria High School and she participates in golf and other school clubs. Sadie asked board members to introduce themselves to her. Sadie updated the board on different activities going on at the high school including schedule changes. Sadie announced that Homecoming is the last week of September. Students at Astoria High School are excited about the new drinking fountains. She also shared with the board that the auditions for the play are ongoing.

4.0 PATRON COMMENTS / QUESTIONS

None

5.0 CONSENT AGENDA

- A. Approve minutes of Regular Board Meeting, August 10, 2016
- B. Approve minutes of Board Study Session, August 10, 2016
- C. Approve recommendation to hire Jillian Wood, 1.0 FTE 5th Grade Teacher, Lewis and Clark Elementary School, effective August 29, 2016

- D. Approve recommendation to hire Ashley Alfonse, .84 FTE Language Arts Teacher, Astoria High School, effective August 29, 2016

DIRECTOR LAMAN MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

6.0 REPORTS

A. ADMINISTRATIVE REPORTS

Principal Gohr informed the board that there is 140 kindergarten students enrolled at Astor. This means there is 7 kindergarten classrooms. First graders are doing fine since they are used to going to school for a full day.

Principal Ploghoft shared with the board that the beginning of the school year is going smooth. Principal Ploghoft thanked Transportation Director Eddy and Food Service Director Kelly for their work to help school get off to a smooth start. Principal Ploghoft informed the board that the Portland Trailblazers will be doing an assembly next week at Lewis & Clark Elementary.

Principal Berger informed the board that the first day was not like any other as the middle school did not have power. Principal Berger thanked Transportation Director Eddy and Food Service Director Kelly for their work to help school get off to a smooth start. Principal Berger informed the board that at least 40 students are using the activity bus and more will begin using it once academic activities occur after school.

Principal Jackson informed the board that the high school has restricted the math classes at Astoria High School and this also included new curriculum. So far the new curriculum is very well received.

Curriculum Director Linder shared with the board that the inservice at the beginning of the year was very well received and she has surveyed staff for their input and how we can make the inservice better in the future.

Special Programs Director Clay shared with the board that she has met with all the special education staff and that she is already working on special education audit information. Kellie informed the board that the preschool promise starts on Thursday and preschool staff have been working to get ready for students to begin.

Transportation Director Eddy informed the board that so far we have had a smooth start to the school year. Transportation Director Eddy thank Denise Richardson for her work to get ready for the school year. Transportation Director Eddy asked if any of the board members are interested in driving bus.

Food Service Director Kelly thanked the staff for their work as the start of the school year was very good. Initial meal counts were a little low but they are increasing every day. Food Service Director Kelly stated that families need to tell their students to give feedback so he knows what to change. Food Service Director Kelly mentioned that he has been working on an equipment

grant with the Department of Education. The board talked briefly about the new menu and the positive feedback they have heard.

B. ASD SUMMER SCHOOL REPORT

Special Programs Director Clay also served as the administrator at the Migrant Summer School Program. Special Programs Director Clay informed the board that there was 103 students in attendance for 6 weeks of summer school at Lewis and Clark Elementary. There was one high school student who did her Senior Project as part of the summer school. Summer school students were able to take a field trip during the session. Special Programs Director Clay informed the board that students made a 25% growth in Reading and a 30% growth in Math from the beginning of summer school until the end.

C. FINANCIAL REPORT

Business Manager Landwehr reviewed the financial information that was in the board packet. She also informed the board that she met with Curriculum Director Linder to review the Title grants for the 2016-2017 school year. Business Manager Landwehr informed the board that the district is receiving \$40,000 less money in our Title funds. Business Manager Landwehr stated that it was too early to look at enrollment for this school year. Next month we will have a better idea of our enrollment. The district office is in the process of implementing the new contracts for the different union groups. Business Manager Landwehr shared with the board that the business office is wrapping up the 2015-2016 school year and getting ready for the financial audit to begin in October.

D. ASD RIGHTS AND RESPONSIBILITIES FOR STUDENTS & PARENTS

Curriculum Director Linder discussed the process the administrators went through to develop the ASD Rights and Responsibilities for Students & Parents document. This document is a communication tool between the school and parents and it is required by law to inform parents of the information within the document. The document was done in both English and Spanish. The district will continue to revise the document as needed in the future.

E. WATER QUALITY REPORT

Superintendent Hoppes reported that the letter within the packet is from the City of Astoria. The city helped the school district with lead testing. The recommendations from the city including changing the plumbing that comes into faucets and also replace the faucets. The high school had drinking water when school started. The District will complete further testing and send it to the certified lab in Portland within the next couple of weeks.

F. GIFTS TO THE DISTRICT

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

7.0 INFORMATION

The following information items were presented:

- A. Employment of Robert Cole, 7.5 hours per day Custodian, Astoria Middle School/Gray School Campus, effective September 1, 2016
- B. Retirement of Barbara Chappel, 7.0 hours per day Instructional Assistant-Consortium, Astoria High School, effective September 1, 2016

- C. Employment of Chelsea Jehle, 6.5 hours per day Instructional Assistant-One on One, Astoria Middle School, effective September 5, 2016
- D. Resignation of Kerry Atkins, 6.7 hours per day Instructional Assistant-Consortium, Astoria Middle School, effective August 8, 2016
- E. Employment of Jennifer Goldthorpe, 5.5 hours per day Preschool Instructional Assistant, Gray School Campus, effective September 5, 2016
- F. Employment of Mary Alexandra Wixom, 5.25 hours per day Preschool Instructional Assistant (Bilingual), Gray School Campus, effective September 5, 2016
- G. Employment of Allan McMakin, 5.5 hours per day Instructional Assistant-Title I/Student Transport, Astor Elementary School/Transportation Department, effective September 5, 2016
- H. Employment of Jennifer Groncki, 5.0 hours per day Instructional Assistant, Astor Elementary School, effective September 5, 2016
- I. Transfer of Cecilia Cole, 6.5 hours per day Instructional Assistant-Consortium, Astoria Middle School to 6.75 hours per day Instructional Assistant-Consortium, Astoria Middle School, effective September 5, 2016
- J. Transfer of Terry Culver, 6.5 hours per day Instructional Assistant-Consortium, Astoria High School to 7.0 hours per day Instructional Assistant-Consortium, Astoria High School, effective September 5, 2016
- K. Employment of Charles Clayton, 4.5 hours per day Bus Driver, Transportation Department, effective September 5, 2016
- L. Resignation of Deborah Cook, 7.5 hours per day Office Assistant-Library, Astor Elementary School/Lewis & Clark Elementary School/Astoria Middle School, effective September 1, 2016
- M. Employment of Darcy Cotte, 4.0 hours per day Bus Driver, Transportation Department, effective September 5, 2016
- N. Employment of Sean James, 4.0 hours per day Bus Driver, Transportation Department, effective September 5, 2016
- O. Transfer of Valarie McNair, 4.0 hours per day Instructional Assistant-Resource Room, Astor Elementary School to 6.5 hours per day Instructional Assistant-Consortium, Astoria High School, effective September 5, 2016
- P. Transfer of Tamee Blankenship, 6.0 hours per day Instructional Assistant, Lewis & Clark Elementary School to 7.5 hours per day Office Assistant-Library, Astor Elementary School/Lewis & Clark Elementary School/Astoria Middle School, effective August 29, 2016
- Q. Employment of Natasha Pearson, 4.0 hours per day Instructional Assistant-Resource Room, Astor Elementary School, effective September 5, 2016
- R. Resignation of Gary Castillo, 4.75 hours per day Bus Driver, Transportation Department, effective August 29, 2016
- S. Employment of Melissa Eddy, 6.5 hours per day Instructional Assistant-Consortium, Astoria Middle School, effective September 5, 2016
- T. EBB - Integrated Pest Management
- U. EFA-AR - Local Wellness Program
- V. IIBGA-AR - Electronic Communication System

8.0 UNFINISHED BUSINESS

The following policies were submitted for a second reading and approval:

- A. EBC/EBCA - Emergency Procedures and Disaster Plans
- B. EBCB - Emergency Drills and Instruction
- C. IGAL - Kindergarten Education
- D. JEDA - Truancy
- E. EFAA - District Nutrition and Food Services
- F. EFAA-AR - Reimbursable Meal Programs

DIRECTOR OSER MADE A MOTION TO APPROVE THE POLICIES SUBMITTED FOR SECOND READING AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

9.0 NEW BUSINESS

A. DN - Disposal of District Property (First Reading)

Disposal of District Property is being updated to clarify that district property that was purchased using state, federal or private grants, and has been declared as surplus property, shall be disposed of according to the provisions of the grant or in compliance with state or federal regulations.

B. GBDA - Mother Friendly Workplace (First Reading)

The suggested revisions include a clarification that the district "...must provide a room or other location in close proximity to an employees' work area, other than a restroom...", and that this adopted policy and a list of the designated locations an employee may use must be published in the staff handbook. The list must also be readily available in the office of each school facility and in the district office.

C. GBM - Staff Complaints (First Reading)

This update is made to add new language to the staff complaint policy related to disclosures by an employee of violation of state or federal law by the district, the Whistleblowing Law.

D. GBMA - Whistleblower (First Reading)

The Legislature passed House Bill (HB) 4067 effectively changing the Whistleblowing section in the Oregon Revised Statute and added new provisions for whistleblowers. Due to the new provisions for whistleblowers, OSBA created a new separate required policy.

E. GCDA/GDDA - Criminal Records Checks/Fingerprinting (First Reading)

The legislative session and in House Bill 2412, Oregon Revised Statute (ORS) 342.232 was repealed. This statute included language stating districts shall not hire non-licensed employees and allow them to report to work pending the return of a state and national criminal background check. The reference to the Employment Department has been updated to reflect the Oregon Department of Education, Child Care Division as the agency responsible for establishing rules for criminal record checks and fingerprinting, for all contractors and/or their employees providing service to the district.

F. GCDA/GDDA-AR - Criminal Records Checks/Fingerprinting (First Reading)

The reference to the Employment Department has been updated to reflect the Oregon Department of Education, Child Care Division as the agency responsible for establishing rules for criminal record checks and fingerprinting, for all contractors and/or their employees providing service to the district. Any community college faculty member providing instruction at the site of an early childhood education program or at a school site as part of an early childhood program shall be required to undergo a nationwide criminal records check and fingerprinting.

G. IGAEB – Drug, Alcohol and Tobacco Prevention, Health Education (First Reading)

The changes included in the policy listed are just a result of updating language by OSBA Policy Services and are not a result of any change in legislation or other requirements.

H. JFG - Student Searches

The updates made to this sample board policy and administrative regulation are a result of newer court cases involving student searches.

I. JFG-AR - Student Searches (First Reading)

The updates made to this sample board policy and administrative regulation are a result of newer court cases involving student searches.

J. LBEA - Resident Student Denial for Virtual Public Charter School Attendance (First Reading)

Oregon Administrative Rule (OAR) 581-026-0305 allows a district to deny enrollment to a resident student to a virtual public charter school not sponsored by the district and subject to the rules and statute outlined in the referenced OAR and in Oregon Revised Statutes (ORS) 338.125.. Pursuant to OAR 581-026-0305 and ORS 338.125, if the district plans to deny resident students enrollment into a virtual public charter school not sponsored by the district, and if by the date established by the district, the district has determined the percentage of students in the district that attend virtual public charter schools not sponsored by the district is more than three percent of the students that reside in the district, this policy must be adopted.

K. Oregon School Technical Assistance Grant Application - Seismic Assessment

Superintendent Hoppes explained that the district is applying for a Seismic Assessment Grant. This grant is based on the percentage of buildings that in considered in high or moderately high seismic zones. This grant is provided by legislative action in 2015.

DIRECTOR LAMAN MADE A MOTION TO APPROVE THE SEISMIC ASSESSMENT GRANT APPLICATION AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

L. Oregon School Technical Assistance Grant Application – Facility Assessment

Superintendent Hoppes explained that the district is applying for a Facility Assessment Grant. The district has not had a facility assessment done over the last 15 years. This grant is provided by legislative action in 2015.

DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE FACILITY ASSESSMENT GRANT APPLICATION AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

M. Oregon School Technical Assistance Grant Application – Long-Term Facility
Superintendent Hoppes explained that the district is applying for a Long-Term Facility Grant. The district has not had a Long-Term Facility plan for over 15 years. This grant is provided by legislative action in 2015.

DIRECTOR LAMAN MADE A MOTION TO APPROVE THE LONG-TERM FACILITY GRANT APPLICATION AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

10.0 COMMENTS

A. FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

B. SUPERINTENDENT

Superintendent Hoppes:

- Preschool begins on Thursday
- Attended the first wellness dinner at the North Coast Food Web
- Had a good meeting with new college president
- Explained the glass bowl on display is a statewide award from CMH Field

C. BUSINESS MANAGER

Mrs. Landwehr:

- No further comments

D. BOARD MEMBERS

Director Oser:

- Thanked staff and gave a congratulations to everyone for a great start of the school year
- Had a great time at the Wellness Fair
- Attended the first football game

Director Rickenbach:

- Impressed with high school sports programs and support for the programs
- Orientation seemed to go smooth
- Busing has been going smoothly
- Has heard good comments about the food service
- Attended the cross country alumni run
- The funeral for student Jaden Rainey went well and had good support from the school

Vice Chair Laman:

- Echo what others have stated that we had a great start to the school year

Director Helligso:

- Retrain himself to not drive around buses
- Excited to have Sadie as our student representative

Chair Sampson:

- Great start to the school year
- Thanked Transportation Director Eddy and Food Service Director Kelly for their help to get the school year off to a good start

11.0 FUTURE MEETINGS/EVENTS

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| A. | Wednesday, October 12, 2016
6:15 P.M. | <u>BOARD STUDY SESSION</u>
ASD Boardroom |
| B. | Wednesday, October 12, 2016
7:30 P.M. | <u>REGULAR BOARD MEETING</u>
ASD Boardroom |

12.0 ADJOURNMENT

DIRECTOR RICKENBACK MADE A MOTION TO ADJOURN THE MEETING AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

The meeting was adjourned at 8:36 P.M.


Board Chair


Superintendent/Clerk