

REGULAR SCHOOL BOARD MEETING MINUTES

February 12, 2014

ANNOUNCEMENTS/AGENDA MODIFICATIONS

BOARD OF DIRECTORS PRESENT: Marty Dursse, Chair
Laurie Choate, Vice Chair
Shawn Helligso, Director
Jeanette Sampson, Director
Grace Laman, Director

ALSO PRESENT: Craig Hoppes, Superintendent-Clerk; Louise Kallstrom, Director of Support Services; Jodie Holthusen, Recorder; Abbie Johnson, AHS Representative.
(Please see **Attachment A** for complete list of attendees.)

1.0 CALL TO ORDER

Chair Dursse called a meeting of the Board of Directors of Astoria School District No. 1C, Clatsop County, to order at 7:34 P.M. on Wednesday, February 12, 2014 in the Astoria School District Boardroom. All present stood for the Pledge of Allegiance.

2.0 COMMUNITY RECOGNITION

Chair Dursse read a statement of appreciation, commending *(Emma Englund, as this is her senior project and)* the St. Vincent De Paul Society for their generous time and resources to help students and families from Astor School by providing them with weekend meals. Members of the group were presented with a certificate of appreciation, followed by a round of applause. A spokesperson for the group added that they will begin to provide meals for students and families at Lewis & Clark Elementary School as well.

3.0 ASTORIA MIDDLE SCHOOL PRESENTATION

Students from Astoria Middle School, accompanied by 7th grade Science teacher, Ms. Klatt, entertained the Board with various activities to show off their science knowledge and skills. The school subject was shared with the crowd via "Rap" music, informational speech and game of Jeopardy. Members of the board commended the students for their great presentation.

4.0 AHS STUDENT REPRESENTATIVE

Ms. Johnson reported on the following events and activities taking place at Astoria High School:

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- Students attended Homeless Connect – it is the 3rd year – a nice way to get out and help in the community – it is an “eye-opening” experience
- AHS will host the District wrestling tournament on Friday
- Winter Ball has been post-poned until March 15 – students are beginning to call it the End-of-Winter Ball

5.0 PATRON COMMENTS/QUESTIONS

Ted Thomas

- Oregon Department of Public Health provides immunizations free of charge – there is a voluntary \$15 contribution to cover staff
- There are two videos at Video Horizons about childhood vaccinations and the importance of them – they are rented free of charge
- Poor students from a school in Utah had lunches taken from them and thrown in the trash for failure to pay – asks the Board to reassure the public that this is not happening and is wondering how the district deals with such a matter to ensure students don't go hungry – it is a struggle for some kids just to get to school but when something like that happens it would be hard for them to even go back to school

Chair Dursse assured Mr. Thomas that, in his experience of our community schools, staff go out of their way to make sure kids are cared for. They wouldn't take food away just because they couldn't pay for it. Superintendent Hoppes added that failure to pay is an adult problem, not a kid problem. Administrators contact parents directly and leave the students out of the equation.

6.0 CONSENT AGENDA

The following consent agenda items were presented:

- A. Approve minutes of Board Study Session, January 8, 2014
- B. Approve minutes of Regular Board Meeting, January 8, 2014
- C. Approve minutes of Executive Session Meeting, January 27, 2014

DIRECTOR SAMPSON MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEMS AS PRESENTED AND DIRECTOR LAMAN SECONDED. DIRECTORS HELLIGSO, SAMPSON, LAMAN AND CHAIR DURSSE VOTED IN FAVOR OF THE MOTION. VICE CHAIR CHOATE ABSTAINED. THE MOTION CARRIED.

7.0 REPORTS

A. ADMINISTRATIVE

Vice Chair Choate had a question about the new Kindergarten assessment.

Superintendent Hoppes will bring the information to the next meeting once the staff and administrators get a chance to evaluate the data

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Director Sampson stated that she was at the hospital when Mr. Grauff's class was there participating in Operation Bunny Suit. She said it looked like they had a great time and hospital staff probably enjoyed it as much as the kids did.

Mr. Fick briefly talked about their PLC group and added that they are working to engage students to improve grades and attendance.

B. ENROLLMENT

Superintendent Hoppes presented the enrollment report for January. We are down 15 students from last month. The high school, in particular, lost 17 from December to January which greatly impacted enrollment. Three of those students graduated from the Alternative Education program as 5th year seniors and ten transferred to other schools. The registrar will continue to follow-up and track the students for reporting purposes.

C. GIFTS TO THE DISTRICT

Chair Dursse read the gifts to the district report and expressed his appreciation of the donors for their generosity.

D. FINANCIAL

Ms. Kallstrom presented the financial report for December. Revenues are still coming in fine. In the near future we will receive another statement from ODE, updating this year's distribution.

We've been looking at our PERS rate (the rate we get from PERS from our side account) and it isn't the same as what they are taking. The new rate is too much and the old rate is too little. We are trying to find the correct rate, although already made adjustments to costs so total is correct as of December.

E. FISCAL AUDIT

Ms. Kallstrom reviewed the annual fiscal audit document with the Board. The District passed without reservation, exceptions or issues although there were "Best Practices – Not Significant Deficiencies" detailed. Vice Chair Choate wanted to know more about statement #4, Segregation of Duties, and why this is a "comment" every year. Ms. Kallstrom assured her that this is an issue almost all small districts face as there are not enough people employed in the offices to completely segregate duties. Superintendent Hoppes added that he receives and views the unopened bank statements and the Board finance committee meets monthly to assess financial information. In addition, Board policy outlines the process for controls. Vice Chair Choate noted that it would be egg in the face if something happened as the Board has been told about the deficiency and it is ultimately the Board's responsibility. She also suggested the Directors revisit the policy regarding "ending fund balance" as it is currently set at a low level.

8.0 INFORMATION

The following information items were presented:

- a) Retirement of Janet Steinback, 8.0 hours per day Motor Team Assistant, effective December 31, 2013
- b) Employment of Samuel McAloney, 8.0 hours per day Custodian, Lewis & Clark School, effective January 7, 2014
- c) Employment of Roy Sanchez, .16 FTE Language Arts/.16 FTE Spanish Teacher, Astoria High School, effective January 28, 2014
- d) Resignation of Steven Hunter, 6.5 hours per day Custodian, Astoria High School, effective January 24, 2014
- e) Resignation of Terenia Ydstie, 3.75 hours per day Youth Transition Specialist, Astoria High School, effective March 21, 2014

9.0 UNFINISHED BUSINESS

There were no unfinished business items.

10.0 NEW BUSINESS

A. APPROVAL OF LICENSED TEACHER AND ADMINISTRATOR RECOMMENDATIONS FOR 2014-2015 PER ORS 192.660(1)(A)

The directors reviewed the administrative and teacher recommendations.

DIRECTOR HELLIGSO MADE A MOTION TO APPROVE THE LICENSED TEACHER AND ADMINISTRATOR RECOMMENDATIONS AS PRESENTED AND DIRECTOR SAMPSON SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

B. SURPLUS ITEMS – TECHNOLOGY

DIRECTOR HELLIGSO MADE A MOTION TO APPROVE THE PROPOSED TECHNOLOGY SURPLUS ITEMS AND DIRECTOR SAMPSON SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

C. SURPLUS ITEMS – TRANSPORTATION

The directors reviewed the information provided regarding the proposed transportation surplus items. Director Sampson wondered if the buses were sold as scrap. Mr. Hahn said the ones with broken frames will be scrapped, but information for the other ones will be placed on a flyer and sent to other districts to be sold in whole or for parts.

DIRECTOR SAMPSON MADE A MOTION TO APPROVE THE PROPOSED TRANSPORTATION SURPLUS ITEMS AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

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D. RESOLUTION #2013-2014-002 – CLASSIFIED APPRECIATION WEEK (MARCH 3-7, 2014)

Chair Dursse read the resolution deeming March 3-7, 2014 Classified Appreciation Week.

VICE CHAIR CHOATE MADE A MOTION TO ADOPT RESOLUTION #2013-2014-002 AS PRESENTED AND DIRECTOR SAMPSON SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

E. OREGON CHOICE ACADEMY (OCA) OUT OF DISTRICT ENROLLMENT AGREEMENT

Superintendent Hoppes explained that not all OCA students reside within Astoria School District boundaries, or even within Clatsop County. Outside of Oregon's traditional methods of inter-district transfer, the State recently approved a memorandum to the inter-district transfer law (HB 3681) which allows additional school choice for students. According to the bill, district school boards must determine and announce the number of students they will accept via HB 3681 transfers. Currently, students wishing to attend Oregon Choice Academy, residing outside Astoria School District, must first obtain a release from their respective school district.

Superintendent Hoppes recommended that the district allow 25 openings for students to attend the Oregon Choice Academy who live outside of Clatsop County.

DIRECTOR SAMPSON MADE A MOTION TO APPROVE TWENTY-FIVE OPENINGS FOR OUT-OF-DISTRICT OCA STUDENTS AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY APPROVED.

F. POLICY BBB – BOARD ELECTIONS (FIRST READING)

- HB 3537 modifies Oregon law to allow an elector to be a candidate on the same ballot for more than one district office – policy change would eliminate conflicting verbiage

G. POLICY BBFA – BOARD MEMBER ETHICS (FIRST READING)

H. POLICY GBC – STAFF ETHICS (FIRST READING)

- Proposed changes would replace the current definitions, in policies BBFA and GBC, of “member of the household” and “relative” with a single new definition of “relative” according to new law in effect January 1, 2014

I. POLICY BBF – BOARD MEMBER ETHICS AND NEPOTISM (FIRST READING)

- The district currently doesn't have this policy in place – OSBA highly recommends adoption for protection of its members

J. POLICY DJC – BIDDING REQUIREMENTS (FIRST READING)

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- Specifies the condition in which districts may use an alternative contracting method for procuring construction manager/general contractor services for public improvement contracts
- K. POLICY GCDA/GDDA – CRIMINAL RECORDS CHECK/FINGERPRINTING (FIRST READING)**
- Adds language regarding new law enacted in July 2013 allowing the Department of Education to require fingerprints of a person who is a community college faculty member providing instruction at the site of an early childhood education program or school site as part of an early childhood education program

There was a question as to whether or not the policy would cover levels beyond early childhood. Superintendent Hoppes is going to look into the information further.

L. POLICY JGAB – USE OF RESTRAINT (FIRST READING)

New law requires:

- ❖ districts to submit an annual restraint and seclusion report to the Superintendent of Public Instruction and
- ❖ removal of all "seclusion cells"

M. POLICY KBA – PUBLIC RECORDS (FIRST READING)

- January 1, 2014 legislation exempts electronic mail addressees, in possession or custody of a district, from required disclosure under public records law

N. POLICY EBCB – EMERGENCY DRILLS (FIRST READING)

- New law requiring drills and instruction on "safety threats" in addition to the emergency drills schools are required to conduct - changed "duck, cover and hold" to "drop, cover and hold on"

11.0 COMMENTS

A. FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

B. SUPERINTENDENT

Superintendent Hoppes

- The art work and presentation are impressive
- Congresswoman Bonamici will be in the district at Lewis & Clark school on February 20 – all the school board members are invited to attend if they wish
- There's been a lot of discussion about weather make up days – will bring a recommendation to the Board next month
- A training will be held next Thursday regarding Smarter Balance – about thirty people will be attending

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- ODE will be in town next Thursday to audit our ELL program – staff have been working hard to get that ready
- Found out that our district and others received a \$75,000 grant from the Oregon Community Foundation for P-3
- We didn't hold recent PLC meetings – had a lengthy conversation with the administrators – we will be doing refresher courses on the PLC process and host a district-wide training next fall
- Appreciate classified staff – they are very supportive and do a lot for our district

C. DIRECTOR OF SUPPORT SERVICES

Ms. Kallstrom

- Presented last year's audit tonight – the auditors will be coming again next week for the new audit and will be here for three days
- Will be working on the budget and getting estimates ready for the meetings
- Getting ready to receive the estimates from the State for our revenue

D. BOARD MEMBERS

Director Helligso

- Impressed with the art work – it's great and amazing
- The middle school presentation was fun
- Thanks the classified staff for their hard work

Director Laman

- Echoed what Director Helligso had to say about the art work and presentation
- Impressed and encouraged with the Wellness committee – there is a lot of really good stuff going on at the schools right now
- The Lewis & Clark book fair was interrupted because of the snow – they managed to pull off the ice cream social
- Thanked classified staff for all they do and their hard work

Director Sampson

- Thanks to all classified staff – they are such a huge piece of the district – we couldn't do it without them
- Impressed with the art work
- The middle school presentation was fun – it's good to see the kids – it's hard to do those kinds of things
- Was at the hospital - it was neat to see the kids so excited about Operation Bunny Suit
- Appreciated what she read about the students involved in the Homeless Connect – hopes other kids have the opportunity to take part in it – thanked Jenni (Newton)

Vice Chair Choate

- Love the art work – first thought they were photographs
- Appreciates the middle school presentation - It's always fun to see the kids come to the meetings

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- Agrees with Director Laman about the Wellness committee - was disappointed about the School-Based Health Center
- Will be resigning her position on the board at the end of March – retiring from the college and moving to Olympia – it was a difficult decision but it’s time for new changes

E. BOARD CHAIR

Chair Dursse

- Thanked classified staff for all that they do
- Really enjoyed the middle school presentation
- Thanked Vice Chair Choate for her time and service – she has been a great help to him on the board

12.0 FUTURE MEETINGS

March 12, 2014
6:15 P.M.
March 12, 2014
7:30 P.M.

BOARD STUDY SESSION

ASD Boardroom

REGULAR BOARD MEETING

ASD Boardroom

13.0 EXECUTIVE SESSION

After a short recess, the members entered into executive session at 9:12 P.M.

14.0 OPEN SESSION

The Board returned to open session at 9:45 P.M.

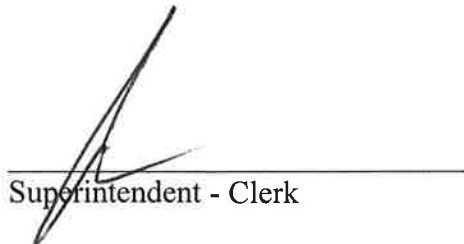
15.0 ADJOURNMENT

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

The meeting was adjourned at 9:45 P.M.



Board Chair



Superintendent - Clerk