

REGULAR SCHOOL BOARD MEETING MINUTES

February 15, 2017

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; Tracy Telen, 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 7:30 P.M. on Wednesday, February 15, 2017 in the Astoria School District Boardroom. All present stood for the Pledge of Allegiance.

2.0 COMMUNITY RECOGNITION

Director Oser read a recognition to the Astoria Public Library. In attendance representing the City of Astoria Library was Library Director Jimmy Pearson. Director Oser gave Mr. Pearson a certificate and a picture was taken. Mr. Pearson spoke briefly about his past experiences and his plans for the library.

3.0 PATRON COMMENTS / QUESTIONS

None

4.0 AHS STUDENT REPRESENTATIVE

Sadie Wooldridge reported on the most recent events taking place at Astoria High School including:

- Winter Ball was successful and had a great turnout, students were loving Mr. Fromwiller and Josiah Hirsch as the DJ's
- Leadership students had lunch with the 3rd graders at Lewis and Clark School, community service to mentor the kids and show them the perspective of a high schooler
- Academic assembly covering honor roll, attendance and successes in sports
- 34 kids earned sundaes at lunch for good attendance all year, 163 kids with perfect attendance for January
- Keldon Littell signed for football at Western Oregon University
- Abi Danen signed for softball at Highline Community College
- State Success in wrestling – Kaden Gilbert
- State Success for girls swim team included Shannon Christie, Megan Schacher, Kendal Gustafson, Carla Zulli, and Claire Albright
- Spring sports begins February 27th for boys & girls golf, baseball, softball, and track
- Last home basketball game and senior night was yesterday

- Blood drive is March 9th

5.0 CONSENT AGENDA

- A. Approve minutes of Board Study Session, January 18, 2017
- B. Approve minutes of Regular Board Meeting, January 18, 2017

DIRECTOR RICKENBACH 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. MIDDLE SCHOOL PRESENTATION

Principal Berger introduced Vice Principal Hummell as the school's PBIS leader. Ms. Hummell informed the board that Astoria Middle School is a PBIS school. An article was handed out to the board on The Benefits of Character Education. Ms. Hummell explained that AMS has an assembly each month in which they nominate staff and students. AMS Students of the Month were in attendance and each spoke about their character trait they were nominated for. Kiwanis Builders Club, Red Ribbon Week, character trait posters throughout the school, math lab and homework club, and locker posters are just a few of the things that are available for AMS students to do.

B. ADMINISTRATOR REPORTS

Principal Gohr reported on the following:

- Astor raised over \$5,000 for Jump Rope for Heart
- Kinder Ready Preschool came today – Mrs. Oser read to them
- Received results from testing

Principal Ploghoft reported on the following:

- Wrapped up Scholastic Book Fair today
- Had a nice meeting today with the admin regarding mental health
- Brainstormed about how to provide support for at risk kids

Principal Berger reported on the following:

- Started new semester
- Goal setting activities with students
- Middle school students will go to Astor to read on March 3rd

Vice Principal Donovan reported on the following:

- Spent a lot of time with students that miss a class period here and there – have about 150 students with good attendance each month – had a pizza and sundae party for the students
- Spoke about the math programs, seeing students actively doing math, working on expanding the program

Curriculum Director Linder reported on the following:

- PLC's have had varied tasks this year
- Working on secondary next
- Assessment season is coming up soon
- Smarter Balance math and reading coming up

- Hoping this Spring to have language art adoption – need to be provided an ingredient list as to what is wanted for the adoption – looking at state recommended adoptions

Transportation Director Eddy reported on the following:

- Bus drivers had a really good experience last week – drivers were nervous last Monday with the roads – no driver instances....knock on wood!
- We are in a better place than last year
- Working on maintenance issues – believe in fixing things not putting a Band-Aid on them

C. PROFESSIONAL LEARNING COMMUNITY REPORT

Curriculum Director Linder referenced the report in the board's packet.

D. STAFF WELLNESS REPORT

Cynthia Harbor reported on the following:

- New inter district walking challenge – walking the Oregon Coast – 77 people are registered – starts on February 20th
- Craig and I will be going to Bend during Spring Break for a wellness event
- Receiving feedback on what the staff want to add or change for next year
- Funds from grant can't be used for staff family members but they can be included in the walking challenge
- Cooking classes are full – high school staff cooked poached salmon
- Another set of passes are available for RiversZen

Superintendent Hoppes shared that Astoria School District staff will receive a trophy for coming in 1st place on our last walking challenge.

E. 2016-2017 BOARD AND DISTRICT GOALS

Superintendent Hoppes reported on the following:

- Chart committee with Steven Blakesley is coming up
- Information is available in the newsletter

F. ENROLLMENT REPORT

Superintendent Hoppes reported that we are down 16 students from the month of December. Seven of the students were from kindergarten.

G. FINANCIAL REPORT

Business Manager Landwehr reported that the District received two new buses that were approved last spring.

Transportation Director Eddy added that they are 81 passenger buses and are good for little kids but not big kids.

H. FOOD SERVICE REPORT

Food Service Director Kelly reported on the following:

- Continuing to work on the USDA grant for Astor – another grant packet is ready to turn in for Lewis & Clark
- Will be having nachos at the middle school tomorrow
- Snack program started over at Lewis & Clark
- ODE Administrative Review next month

- Looking for ways to increase participation at the schools
- Dave Hoofnagle retired, his position has been filled by Deb Foley

I. 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. Resignation of David Hoofnagle, 3.25 hours per day, Cafeteria Helper, Food Service, effective January 25, 2017
- B. Resignation of Shane Robinson, 1.0 FTE, Special Education Teacher, Astoria High School, effective January 27, 2017
- C. Resignation of Lisa McClean, .30 FTE School Nurse, Astoria High School, effective January 31, 2017

8.0 UNFINISHED BUSINESS

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

- A. **JFCF – Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence - Student (Second Reading)**
- B. **JFCF-AR – Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence - Student (Second Reading)**
- C. **GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying – Staff (Second Reading)**
- D. **GBNA-AR – Hazing/Harassment/Intimidation/Bullying/Menacing/Cyberbullying – Staff (Second Reading)**
- E. **GBNA/JFCF – Hazing/Harassment/Intimidation/Bullying/Menacing (DELETE) (Second Reading)**
- F. **GBNA/JFCF-AR – Hazing/Harassment/Intimidation/Bullying/Menacing Complaint Procedure (DELETE) (Second Reading)**
- G. **JFCF/GBNA – Hazing/Harassment/Intimidation/Bullying/Menacing/Domestic Violence/Cyberbullying (DELETE) (Second Reading)**
- H. **JFCF/GBNA-AR – Hazing/Harassment/Intimidation/Bullying/Menacing/Domestic Violence/Cyberbullying Complaint Procedure (DELETE) (Second Reading)**
- I. **JECB – Admission of Nonresident Students (Second Reading)**
- J. **JECB-AR (1) – Admission of Nonresident Students (Second Reading)**
- K. **JECB-AR (2) – Application for Nonresident Student Admission - Open Enrollment (Second Reading)**
- L. **JECB-AR (3) – Application for Nonresident Student Admission - Tuition Students (Second Reading)**
- M. **JECB-AR (4) – Inter-District Agreement for Admission of a Nonresident IDEA Student (DELETE) (Second Reading)**
- N. **JFCB-AR (2) – Resident District Transfer Request Form A (DELETE) (Second Reading)**
- O. **JFCB-AR (3) – Inter-District Agreement for Admission of a Nonresident Student (DELETE) (Second Reading)**

VICE CHAIR LAMAN MADE A MOTION TO APPROVE THE POLICIES AS SUBMITTED FOR SECOND READING AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

9.0 NEW BUSINESS

A. APPROVAL OF LICENSED AND ADMINISTRATIVE RECOMMENDATIONS – ORS 342.513

The board reviewed the list of recommendations presented.

DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE LICENSED AND ADMINISTRATIVE CONTRACT RENEWAL RECOMMENDATIONS-ORS 342.513 AS PRESENTED AND VICE CHAIR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

B. CLASSIFIED EMPLOYEE APPRECIATION WEEK PROCLAMATION (MARCH 6 – March 10)

Chair Sampson read the resolution #2016-2017-002 declaring March 6-10, 2017 Classified Appreciation Week.

VICE CHAIR LAMAN MADE A MOTION TO ADOPT RESOLUTION #2016-2017-002 AS PRESENTED AND DIRECTOR OSER SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

C. 2017-2018 BUDGET CALENDAR

Business Manager Landwehr reported that the first date on the budget calendar is incorrect due to the cancelation of the board meeting on March 8th.

DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE 2017-2018 BUDGET CALENDAR AS PRESENTED AND DIRECTOR OSER SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

D. OPEN ENROLLMENT – INTERDISTRICT TRANSFER

Superintendent Hoppes reviewed with the board the open enrollment numbers provided in the board's packet.

DIRECTOR OSER MADE A MOTION TO APPROVE THE INTERDISTRICT GRADE CAP NUMBERS AS PRESENTED AND DIRECTOR RICKENBACH SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

E. 2016-2017 WEATHER MAKE UP DAYS – CALENDAR

Superintendent Hoppes presented to the board four different options to make up the missed school days due to weather. A brief discussion followed among the board and administrators.

DIRECTOR HELLIGSO MADE A MOTION TO ADOPT OPTION 3 BY USING MARCH 6, 2017 INSERVICE DAY AS A SCHOOL DAY AND ADDING JUNE 15, 2017 AS THE LAST DAY AND VICE CHAIR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

F. DJC – Bidding Requirement (First Reading)

- Changes to the exception to competitive bids or proposals based on what is accepted by the law.

- Senate Bill (SB) 254 affects board policy and specifies the condition in which districts may use an alternative contracting method for procuring construction manager/general contractor services for public improvement contracts.

G. DJR-AR – Special Procurements and Exemptions from Competitive Bidding (First Reading)

House Bill 2212 amends ORS 279B.065 and 279.070 and affects the administrative Regulation, by raising the amount used to classify public procurement as small procurement Under Public Contracting Code, from a maximum of \$5,000 to a maximum of \$10,000. Senate Bill (SB) 254 affects board policy and specifies the condition in which districts may use an alternative contracting method for procuring construction manager/general contractor Services for public improvement contracts.

Under section 10. Telecommunications Systems - Hardware and Software Contracts, *delete* “b. (4): Be advertised in accordance with applicable provisions of the Public contracting code.”

Item b. is guidance for an intermediate purchase; intermediate purchases no longer need to be advertised.

Our DJC –AR was missing most information related to procurements. This language was added throughout the document and the title changed. All information in this policy is based on law.

H. JHCD – Non Prescription Medicine (First Reading)

Subsequent to Senate Bill 611, the State Board of Education adopted revisions to Oregon law. The revision clarified: the instruction or training school district personnel are required to receive; the content and need for appropriate permissions from parents/guardians or other qualified individuals that includes instructions for administering medication; the district personnel that may be designated to administer prescription or nonprescription medication to a student; and when a district may allow self-administration of medication by a student.

The updated policy adds that a designated staff member of a district may administer a premeasured dose of epinephrine to a student or other individual on school premises when the district staff believe, in good faith, the student or individual is experiencing a severe allergic reaction and is unable to self-medicate, regardless if that student or individual has a prescription for epinephrine.

I. JHCDA – Prescription Medicine (First Reading)

Change name to Prescription Medication

House Bill 2749 requires school district policy to allow backup auto injectable epinephrine to be kept in the student’s classroom if requested by the student’s parent/guardian, and other conditions are met.

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Senate Bill (SB) 875 requires modification to Oregon Administrative Rule adopt rules under which school personnel may administer medications that treat adrenal insufficiency to students experiencing symptoms of adrenal crisis; these rules have been adopted and revisions to board policy JHCDA and its administrative regulation,

J. JHCD/JHCDA-AR – Prescription Medication (First Reading)

JHCD/JHCDA AR - Prescription/Nonprescription Medication provides guidance to the school district on how to implement both JHCD and JHCDA.

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A footnote was added in JHCD/JHCDA-AR next to the definition of “physician” (#1.c. on page 1) that addresses the practice of nursing as it relates to the care or treatment of a student who has been enrolled at the school for not more than 90 days. This administrative regulation does not need to be readopted to add the footnote.

Senate Bill (SB) 875 requires modification to Oregon Administrative Rule and SB 875 directed the State Board of Education to adopt rules under which school personnel may administer medications that treat adrenal insufficiency to students experiencing symptoms of adrenal crisis;

K. KL – Public Complaints (First Reading)

- Language has been added to clarify the proper process to be taken to resolve a complaint
- Language has been added to clarify complaints for different areas of the school district...ex. personnel, Standards, Harassment, TAG and Ect
- **Added that Superintendent will provide a process to deal with complaints.**

L. KL-AR (1) – Public Complaint Procedure (First Reading)

- Oregon Administrative Rule (OAR) 581-022-1941 says “...the district must establish a process for the prompt resolution of a complaint. AR – 1 provides a timely timeline for resolution of a complaint. The timeline also matches up with district contracts that have a timeline within the complaint language.
- This AR language provide information to file a complaint against administrators, supt., the board, and board members.

- Added information about retaliation
 - Added appeal process that goes directly to the State Superintendent
- M. KL-AR (2) – Public Complaint Procedure (First Reading)**
- KL-AR (2) replaces K1-AR (3)
 - Added timeline language to match up with certified contract language (10 Days not two weeks)
 - Deleted language that referred to union contracts that was incorrect
- N. KL-AR (3) – Public Complaint Procedure (First Reading)**
- KL-AR (3) use to be KL-AR (2).....No changes have been made to this policy.

Superintendent Hoppes reported that the above policies F-N are the last that need to be updated.

10.0 COMMENTS

A. FOR THE GOOD OF THE ORDER

None

B. SUPERINTENDENT

Superintendent Hoppes had no comment.

C. BUSINESS MANAGER

Mrs. Landwehr:

- We are short staffed, employee with a family issue

D. BOARD MEMBERS

Director Oser:

- Compliments to the transportation department
- Thank you to the middle school staff and students for their character presentation

Director Rickenbach:

- Thank you for all our Valentine goodies

Director Helligso:

- Thank you classified staff for all you do
- Surprised but not surprised on the AMS art

Vice Chair Laman:

- Art work is impressive
- Thank you AMS for your presentation

Chair Sampson:

- Thank you to all our classified staff
- I want to encourage the kids to submit their artwork for entry into the Clatsop County Fair either through 4H or open class
- Great job to the kids and great presentation from AMS

11.0 FUTURE MEETINGS/EVENTS

- | | | |
|----|---------------------------------------|-----------------------------------------------|
| A. | Wednesday, March 8, 2017
6:15 P.M. | <u>BOARD STUDY SESSION</u>
ASD Boardroom |
| C. | Wednesday, March 8, 2017
7:30 P.M. | <u>REGULAR BOARD MEETING</u>
ASD Boardroom |


12.0 ADJOURNMENT

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

The meeting was adjourned at 9:14 P.M.



Board Chair



Superintendent/Clerk