

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

REGULAR SCHOOL BOARD MEETING MINUTES

July 12, 2017

ANNOUNCEMENTS/AGENDA MODIFICATIONS

None.

BOARD OF DIRECTORS PRESENT:

Jeanette Sampson, Chair
Grace Laman, Vice Chair – (via telephone)
Shawn Helligso, Director
Jenna Rickenbach, Director
David Oser, 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 6:30 P.M. on Wednesday, July 12, 2017, in the Astoria School District Boardroom. All present stood for the Pledge of Allegiance.

2.0 OATH OF OFFICE

Superintendent Hoppes discussed the requirement to swear in elected officials after the May 16, 2017 Special District Election. Mr. Hoppes read the Board Member Oath of Office, supplied by the Oregon School Boards Association, aloud to the group. Mr. Hoppes read each line of the Oath, and paused intermittently to allow the group to repeat the Oath back. Board Members Jeanette Sampson, Grace Laman, Jenna Rickenbach and David Oser were sworn in by the Oath of Office.

3.0 ELECT BOARD CHAIR

The group briefly discussed the board election process. Chair Sampson opened the floor for Board Chair nominations.

DIRECTOR OSER MADE A MOTION TO RE-ELECT DIRECTOR SAMPSON AS BOARD CHAIR AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

4.0 ELECT BOARD VICE CHAIR

Chair Sampson opened the floor for Board Vice Chair nominations.

DIRECTOR RICKENBACH MADE A MOTION TO RE-ELECT DIRECTOR LAMAN AS BOARD VICE CHAIR AND DIRECTOR OSER SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

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

5.0 COMMUNITY RECOGNITION

Superintendent Hoppes introduced Elisa Dunlap, regional manager at Pacific Power Corp., who was in attendance to present a grant to the district from the Pacific Power Foundation. Mr. Hoppes read from a prepared document regarding the \$3,000 grant from Pacific Power Foundation. He discussed that the grant's intended use was education materials for parents. The group welcomed Ms. Dunlap. Elisa Dunlap stated that Mr. Hoppes had done a great job with the formation of his grant application, and encouraged the district to continue to apply for grant funds through Pacific Power Foundation. She stated that the foundation is happy to help school districts, and presented a check to Board Chair Sampson in the amount of \$3,000. The Board presented Ms. Dunlap with a signed and framed certificate of appreciation. A photograph was taken and gratuities exchanged within the group.

6.0 PATRON COMMENTS/QUESTIONS

None.

7.0 CONSENT AGENDA

The following consent agenda items were presented:

- A. Approve minutes of Budget Hearing/Board Study Session, June 14, 2017
- B. Approve minutes of Regular Board Meeting, June 14, 2017
- C. Appoint Craig Hoppes as Clerk and Mindy Landwehr as Deputy Clerk
- D. Approve fidelity bonds for Craig Hoppes, Clerk, and Mindy Landwehr, Deputy Clerk, (\$100,000 each)
- E. Designate Mindy Landwehr as Custodian of Funds and authorize the facsimile signature of the Custodian of Funds
- F. Designate Mindy Landwehr as Budget Officer of the school district
- G. Appoint Dan Van Thiel Legal Counsel of the school district
- H. 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)
- I. Designate The Daily Astorian as the official publication for legal notices
- J. 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
- K. Renew resolution regarding compliance with Title VI of Civil Rights Act of 1964 and Title IX Educational Amendment of 1972
- L. Designate depositories for school funds
 - 1. United States National Bank of Oregon
 - 2. Columbia Bank (Bank of Astoria)
 - 3. Oregon State Pool
- M. Appoint Board of Directors as the Local Public Contract Review Board
- N. Authorize the Superintendent to apply for a short-term debt, in the event of a cash flow shortage, during the school year 2017-2018 not to exceed \$300,000

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

- O. Approve Section 125
- P. Appoint Knutsen Insurance as district's insurance firm for 2017-2018
- Q. Employment of Sarah Cobb, 1.0 FTE Kindergarten Teacher, Astor Elementary School, Effective August 28, 2017
- R. Employment of Kelley Herr, 1.0 FTE Fourth Grade Teacher, Lewis & Clark School, effective August 28, 2017
- S. Employment of Morgan Welsh, 1.0 FTE Fifth Grade Teacher, Lewis & Clark School, effective August 28, 2017
- T. Employment of Melissa Grothe, 1.0 FTE Fourth Grade Teacher, Lewis & Clark School, effective August 28, 2017
- U. Employment of Jordan Anderson, 1.0 FTE Special Education Teacher, Astoria High School, effective August 28, 2017
- V. Employment of Hilary Newman, 3 hours per day Instructional Assistant, Astor Elementary School, Effective June 1, 2017
- W. Employment of Andrew Morgan, 1.0 FTE language Arts Teacher, Astoria High School, effective August 28, 2017
- X. Employment of Roxanna Wilcox, 1.0 FTE Kindergarten Teacher, Astor Elementary School, effective August 28, 2017

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

8.0 REPORTS

A. FINANCIAL REPORT

Business Manager Landwehr discussed the budget and noted that she was wrapping up 2016-2017 and starting into 2017-2018. She went on to discuss the auditors that will be in the building in October to review 2016-2017. The group discussed a bit of additional funds left in the budget Director Oser asked Ms. Landwehr to discuss year end projections for 2016-2017, and Ms. Landwehr explained the uncertainty of the numbers until everything comes through at year end.

B. FOOD SERVICE REPORT

Superintendent Hoppes explained the Food Service Director Mike Kelly was not present. Mr. Hoppes referenced the packet containing the food service report and discussed a recent meeting between himself, Mindy Landwehr and Mr. Kelly regarding department goals. He went on to state that the department has seen an increase of participation of 10%, which was 5% lower than the goal of 15%. Mr. Kelly's goal is to break even in his department. The group discussed the expense of meals within the district in connection with the participation numbers and the State requirements for providing the meals. Mr. Hoppes discussed the meal eligibility forms that went out at the end of the year.

C. GIFTS TO THE DISTRICT

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

9.0 INFORMATION

The following information items were presented:

- A. Resignation of Duncan Law, 6.5 hours per day Instructional Assistant – Title I, Astor Elementary School, effective June 28, 2017
- B. Resignation of Chelsea Jehle, 6.75 hours per day Instructional Assistant – Resource Room, Astoria High School, effective June 15, 2017
- C. Resignation of Sarah Lambert, 4 hours per day Instructional Assistant – Title I, Lewis & Clark School, effective June 15, 2017
- D. Resignation of Jordan Anderson, 6.75 hours per day Instruction Assistant – Resource Room, Astoria High School, effective August 28, 2017
- E. Resignation of Mary Alexandra Wixom, 5.25 hours per day Instructional Assistant - Preschool, Gray School Campus, effective June 14, 2017

10.0 UNFINISHED BUSINESS

The group discussed that there were no changes to the previously presented policies and that they were ready to implement.

DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE UNFINISHED BUSINESS ITEMS AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

11.0 NEW BUSINESS

A. TECHNOLOGY COORDINATOR CONTRACT

Superintendent Hoppes explained that the position was restructured due to the retirement of another employee, and discussed the contract with the group. Director Oser noticed the contract did not state who the positions reports to, and Mr. Hoppes informed the group that that information is available in the individual job descriptions. The group thanked Mark Keiser for his service to the district.

DIRECTOR HELLIGSO MADE A MOTION TO APPROVE THE TECHNOLOGY COORDINATOR CONTRACT AS PRESENTED AND DIRECTOR OSER SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

B. FOOD SERVICE DIRECTOR CONTRACT

Superintendent Hoppes discussed the contract changes with the group.

DIRECTOR OSER MADE A MOTION TO APPROVE THE FOOD SERVICE DIRECTOR CONTRACT AS PRESENTED AND DIRECTOR RICKENBACH SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

C. DIRECTOR OF TRANSPORTATION/MAINTENANCE CONTRACT

Superintendent Hoppes discussed the contract changes with the group.

DIRECTOR OSER MADE A MOTION TO APPROVE THE DIRECTOR OF TRANSPORTATION/MAINTENANCE CONTRACT AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

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

D. 2017-2018 AEA CONTRACT

Superintendent Hoppes discussed the contract changes with the group. He referenced the document and stated that they had come to an agreement on another one year contract, and that the union had approved.

DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE AEA CONTRACT AS PRESENTED AND DIRECTOR OSER SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

E. MEAL PRICE REVISION

Superintendent Hoppes discussed the revisions with the group. He explained that the adult meal price needed to be raised to comply with ODE requirements.

DIRECTOR OSER MADE A MOTION TO APPROVE THE MEAL PRICE REVISION AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

F. FACILITY ASSESSMENT/LONG RANGE FACILITY PLAN CONTRACT

Superintendent Hoppes referenced the packet. He discussed how the district sub-committee decided on the contracting group that would best serve the interests of the district. The group that was chosen will begin visiting the individual sites in the first week of August. Mr. Hoppes informed the board that he would be presenting a timeline at the August board meeting. He went on to state that this would be a high priority for the district for the next year and a half and that he was really looking forward to it. The group briefly discussed the geotech and drainage issues in the district. The group went on to discuss the costs associated with the facility plan including where the funds were coming from.

DIRECTOR OSER MADE A MOTION TO APPROVE THE FACILITY ASSESSMENT /LONG RANGE FACILITY PLAN CONTRACT AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

12.0 COMMENTS

A. FOR THE GOOD OF THE ORDER

No Comment.

B. SUPERINTENDENT

Superintendent Hoppes:

- The board retreat is scheduled for July 20, 2017.
- They had begun gathering information regarding building security, including meeting with a building security group last week.

C. BUSINESS MANAGER

Mrs. Landwehr:

- The 2017-2018 budget was printed.

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

- The district will have representation at the OASBO conference in Bend in two weeks. The conference will cover long range planning and bonds.

D. BOARD MEMBERS

Director Rickenbach:

- No comment. Thanked the group for their work.

Director Helligso:

- No comment.

Director Oser:

- Thanked Chair Sampson and Director Helligso for their work on the bid proposal process.

Vice Chair Laman:

- No Comment.

E. BOARD CHAIR

Chair Sampson:

- Thanked everyone for their work.
- Talked about Summer School busses and the Summer Lunch program.

13.0 FUTURE MEETINGS


Chair Sampson read the upcoming meetings and events.

- | | |
|---|---|
| A. Wednesday, July 20, 2017
5:00 P.M. | <u>BOARD RETREAT</u>
ASD Boardroom |
| B. Wednesday, August 9, 2017
6:15 P.M. | <u>BOARD STUDY SESSION</u>
ASD Boardroom |
| C. Wednesday, August 9, 2017
7:30 P.M. | <u>REGULAR BOARD MEETING</u>
ASD Boardroom |

14.0 ADJOURNMENT

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

The meeting was adjourned at 7:08 P.M.



Board Chair



Superintendent/Clerk