

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

REGULAR SCHOOL BOARD MEETING MINUTES

May 11, 2016

ANNOUNCEMENTS/AGENDA MODIFICATIONS

None.

BOARD OF DIRECTORS PRESENT: Jeanette Sampson, Chair
Shawn Helligso, Vice Chair
David Oser, Director
Jenna Rickenbach, Director

Director Laman was unable to attend tonight's meeting.

ALSO PRESENT: Craig Hoppes, Superintendent/Clerk; Mindy Landwehr, Business Manager;
Tracy Telen, Recorder (Please see Attachment A for complete list of attendees.)

1. 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, May 11, 2016 in the Astoria School District Boardroom. All present stood for the Pledge of Allegiance.

2. *COMMUNITY RECOGNITION

Chair Sampson read a statement of appreciation recognizing J.P. Plumbing and owner's Jim Forester and Paul Larson. Chair Sampson stated that J.P. Plumbing regularly places Astoria School District as a high priority whenever we need service or repair. Chair Sampson expressed her gratitude for the strong partnership between J.P. Plumbing and the District and presented them with a certificate of appreciation.

3. AHS STUDENT REPRESENTATIVE REPORT

Ms. Haley Korff reported on the most recent events taking place at Astoria High School including:

- Track is excited to run districts Thursday and Friday, girls and boys team have done amazing this season, as a whole we haven't lost a single meet
- We are 95% sure we are going to host baseball and softball playoffs next week
- Golf concluded yesterday, we are super proud of our girls team for their 4.0 GPA
- Prom was last Saturday, theme was Jewel on the Nile, at Lums from 8-11 P.M.
- Juniors took their AP test May 4th and 5th, Seniors took our AP today
- Fish Derby was April 30th with only 164 fish actually being caught
- 19th annual wet land projects are taking place right now
- Spring Fling will be June 3rd from 6:00-9:00 P.M., our goal is to bring the school together for a last hoorah

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- Senior board presentation were on 3rd and 5th, they went really well, only 6 people have to redo that, we are planning on wrapping that up this week.
- We are ending the year with elections, the new ASB Presidents are Tim Hennessee and Jacob Olson, the senior class president is Lucas Caruana
- Last week our school had the privilege to listen to a world renowned speaker who talked about the pros and cons of electronics, as a result of this our school decided to have a digital detox day on Friday
- Graduation is June 11th, so mark it on your calendar because I would love to see you all there

4. PATRON COMMENTS/QUESTIONS

None.

5. CONSENT AGENDA

The following consent agenda items were presented:

- A. Approve minutes of Board Study Session, April 13, 2016
- B. Approve minutes of Regular Board Meeting, April 13, 2016
- C. Employment of Jessica Todd, 1.0 FTE Math Teacher, Astoria High School, effective August 29, 2016
- D. Employment of Philip Ero, .32 FTE Math Teacher, Astoria High School, effective August 29, 2016
- E. Employment of Emily Townsend, 1.0 FTE ELD Elementary Teacher, Astor Elementary School, effective August 29, 2016
- F. Employment of Jeremy Johnson, 1.0 FTE Band Teacher, Astoria High School/Astoria Middle School, effective August 29, 2016
- G. Employment of Chad Madsen, 1.0 FTE Math Teacher, Astoria High School, Effective August 29, 2016

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

6. REPORTS

A. *ADMINISTRATIVE

Principal Gohr reported that 100 kids came to the Kindergarten Roundup at Astor and how they are expecting a much higher enrollment still to come. Superintendent Hoppes stated that they may need to add another teacher to make class sizes at 17. Principal Gohr also shared that they are getting ready for Kinder Camp and stated how excited they are to have the high school graduates visit during the “Grad Walk.”

Principal Jackson shared that the high school is exploring having a robotics club. He also explained the concept of the “Grad Walk” on Thursday, June 9th, saying that graduates will walk through each of the schools in their cap and gowns and then will complete their walk through downtown Astoria.

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Principal Ploghoft shared the fun things that Lewis and Clark students are doing such as going to the ballet, Ape Caves field trip, Operation Bunny Suit, and Camp Kiwanilong.

Ms. Linder reported that the title audit is done and will pass along the information on to the teachers. She stated that she is working on rapping up for the end of the year.

B. PROFESSIONAL LEARNING COMMUNITY

Superintendent Hoppes went over the PLC report provided in the Board packet.

C. BOARD AND DISTRICT GOALS ()**

Superintendent Hoppes suggested that the Board have a discussion on the Strategic Plan this summer during the Board Retreat and pointed out that the Wellness Policy doesn't have much going on with it. He also mentioned that the District Facebook page has not been updated lately because of being short staffed the last couple of weeks.

E. ENROLLMENT

Superintendent Hoppes reported that the District is down 5 students from last month, with a current enrollment of 1830.

F. FINANCIAL

Ms. Landwehr reported that everything looks on track with the expenditures and revenue. Superintendent Hoppes mentioned that we received an excess amount of timber revenue so this will cause an adjustment in our SSF payments.

G. FOOD SERVICE

Food Service was not in attendance tonight. Superintendent Hoppes mentioned that Ms. Landwehr has been spending quite a bit of time preparing for the summer food program.

H. GIFTS TO THE DISTRICT

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

7. INFORMATION

The following information items were presented:

- A. Resignation of Clinton Hill, 1.0 FTE Language Arts Teacher, Astoria High School, effective June 16, 2016
- B. Retirement of Gayla Hollaway, 1.0 FTE 4th Grade Teacher, Lewis and Clark Elementary School, effective June 16, 2016
- C. Resignation of Ryan Hahn, 1.0 FTE Transportation/Maintenance/Grounds Director, Transportation, effective June 24, 2016
- D. Resignation of Whitney Randall, 1.0 FTE SPED Coordinator, Astoria School District, effective June 16, 2016

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- E. Resignation of Sheri Billett, 1.0 FTE Language Arts Teacher, Astoria High School, effective June 16, 2016
- F. Resignation of Craig Randall, 1.0 FTE Language Arts Teacher, Astoria High School, effective June 16, 2016
- G. Employment of Susan Principe, 6.5 hours per day Instructional Assistant-Resource Room, Astor Elementary School, effective April 7, 2016
- H. Retirement of Lori Hartill, 1.0 FTE ELD Elementary Teacher, Astor Elementary School, effective July 1, 2016
- I. Resignation of Kasey Breuier, 1.0 FTE 3rd Grade Teacher, Lewis and Clark Elementary School, effective June 16, 2016
- J. Transfer of Jenni Newton, .67 FTE Leadership Teacher, Astoria High School to 1.0 FTE Language Arts Teacher, Astoria High School, effective August 29, 2016

8. UNFINISHED BUSINESS

A. 2015-2016 – AUDIT REPORT

Ms. Landwehr reported that the audit is complete and that she, Superintendent Hoppes, Chair Sampson, and Director Oser met with the auditors to discuss the findings. Director Oser explained what the auditor's roles are to those in attendance. Chair Sampson shared that she thought the District staff did a great job.

DIRECTOR OSER MADE A MOTION TO APPROVE THE 2015-2016 – AUDIT REPORT AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

B. II/IA – INSTRUCTIONAL RESOURCES/INSTRUCTIONAL MATERIAL
Superintendent Hoppes explained that the District will need to look at different avenues for instructional material.

DIRECTOR HELLIGSO MADE A MOTION TO APPROVE THE CHANGES TO POLICY II/IA – INSTRUCTIONAL RESOURCES/INSTRUCTIONAL MATERIAL AS PRESENTED AND DIRECTOR RICKENBACH SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

C. JHCA/JHCB – IMMUNIZATION PHYSICAL EXAMINATIONS AND VISION SCREENING/EYE EXAMINATION

Superintendent Hoppes explained that the District is in compliance with the new law.

DIRECTOR OSER MADE A MOTION TO APPROVE THE CHANGES TO POLICY JHCA/JHCB – IMMUNIZATION PHYSICAL EXAMINATIONS AND VISION SCREENING/EYE EXAMINATION AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

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9. NEW BUSINESS

A. FOOD SERVICE DIRECTOR CONTRACT

Superintendent Hoppes reported that a copy of Mr. Kelly's resume and contract were included in the Board packet. He shared that he along with 5 food service staff, Director Laman, and Ms. Landwehr interviewed the applicants and how Mr. Kelly rose to the top because of the menu he produced.

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

B. ASTORIA SCHOOL FOUNDATION

Superintendent Hoppes explained that the foundation is gaining a 2nd group of members that is also doing great things. He mentioned that they meet once a month, but are currently winding down for this year. Superintendent Hoppes stated that he liked Director Oser's suggestion that a board member attend the foundation meetings.

C. SCHOOL BUS PURCHASE(S)

Ms. Landwehr explained that Transportation is asking the Board to consider purchasing 2 buses from the 2016-2017 school budget and referenced the attached lease and depreciation schedules in the Board packet. She pointed out that the District is getting rid of a 1993 and 1994 bus and also pointed out that the District has extra funds available because of the low cost of fuel at this time the budget line is over budgeted.

DIRECTOR OSER MADE A MOTION TO APPROVE THE SCHOOL BUS PURCHASE(S) AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

D. PACE OF JOINDER TO TRUST AGREEMENT

Superintendent Hoppes explained that this agreement requires board action in order to continue receiving PACE benefits.

DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE PACE OF JOINDER TO TRUST AGREEMENT AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

E. SUB-FINANCE COMMITTEE

Superintendent Hoppes pointed out that in years past the District has had a Sub-Finance Committee. He stated that he would like to begin the process of starting another committee beginning in August or September.

DIRECTOR HELLIGSO MADE A MOTION TO APPROVE THE SUB-FINANCE COMMITTEE AS PRESENTED AND DIRECTOR RICKENBACH SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

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The Board reviewed the following policies:

- F. KJA – MATERIALS DISTRIBUTION (FIRST READING)**
- G. EBB – INTEGRATED PEST MANAGEMENT (FIRST READING)**
- H. EBBB – INJURY/ILLNESS (FIRST READING)**
- I. EEA – STUDENT TRANSPORTATION SERVICES (FIRST READING)**

10. COMMENTS

A. FOR THE GOOD OF THE ORDER

There were no comments for the good of the order.

B. SUPERINTENDENT

Superintendent Hoppes

- District Office has been short staffed and scrambled to get the meeting in order
- Have any questions to us by May 16
- Mindy has spent a lot of time on the budget, did a great job on it
- Tradition of Excellence was really good
- Moving swiftly on the preschool, it is a lot of work, getting quite a bit of money to start it up

C. BUSINESS MANAGER

Mindy Landwehr

- Auditors to come in June to start it all up again
- Had a union agency come in to speak

D. BOARD MEMBERS

Director Oser

- Very much regret I couldn't attend the Tradition of Excellence
- May 25, 4:30-6:30, meeting to look at various different plans for the public library

Director Rickenbach

- Had a great time with the kindergarten on a field trip
- Went to the Tradition of Excellence, we have a lot of great teachers and staff
- Wrapped up track season at AMS, had lot of fun

Director Helligso

- Thought the staff recognition was really great
- Graduation walk will be really cool, wish they had it when my daughter graduated

E. BOARD CHAIR

Chair Sampson

- Nice awards for the staff
- Sam went to the ballet and really enjoyed it
- The Grad Walk, I'm really excited to see them do it

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- I'm with Jenna, seeing all these resignations is really sad but I'm also happy for them
- Sports teams have done great
- Thanked the District staff during the audit

11. FUTURE MEETINGS & EVENTS

- | | |
|-----------------------------------------|-----------------------------------------------|
| A. Wednesday, May 18, 2016
6:30 P.M. | <u>BUDGET MEETING</u>
ASD Boardroom |
| B. Wednesday, June 8, 2016
6:15 P.M. | <u>BOARD STUDY SESSION</u>
ASD Boardroom |
| C. Wednesday, June 8, 2016
7:30 P.M. | <u>REGULAR BOARD MEETING</u>
ASD Boardroom |

12. EXECUTIVE SESSION

After a brief five minute break the Board moved into Executive Session at 8:52 P.M. per ORS 192.660(2)(d) – To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

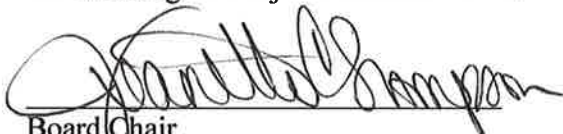
13. OPEN SESSION

The Board returned to open session at 9:24 P.M.

14. ADJOURNMENT

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

The meeting was adjourned at 9:24 P.M.


Board Chair


Superintendent/Clerk