

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

## **REGULAR SCHOOL BOARD MEETING MINUTES**

November 18, 2015

### **ANNOUNCEMENTS/AGENDA MODIFICATIONS**

None.

**BOARD OF DIRECTORS PRESENT:** Jeanette Sampson, Vice Chair  
Grace Laman, Director  
Jenna Rickenbach, Director

Director Helligso 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**

Vice 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, November 18, 2015 in the Astoria School District Boardroom. All present stood for the Pledge of Allegiance.

### **2. \*COMMUNITY RECOGNITION**

Vice Chair Sampson read a statement recognizing Clatsop Economic Development Resources (CEDR) and Kevin Leahy who is the Executive Director of CEDR. The District thanked Mr. Leahy for working tirelessly throughout Clatsop County in support of local businesses and education programs.

Mr. Leahy gave a brief overview of the Career Fair held last April in which juniors and seniors from local high schools were able to visit with over 60 employers.

The Astoria School District staff, students and parents appreciate the strong partnership with CEDR and look forward to continuing this partnership with CEDR as they work together to meet the needs of our students. Mr. Leahy was presented 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:

- Fall sports awards was held last night
- Leadership held their annual food drive
- Morgan Folk had her annual blood drive

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- The Astoria Coffee Cart is open
- The Curious Savage play is going on
- Leadership classes will hold a winter week
- Approximately 20 German students will arrive in December
- Fish tanks have been placed all over school. It's everyone's job to take care of them

#### **4. PATRON COMMENTS/QUESTIONS**

None.

#### **5. CONSENT AGENDA**

The following consent agenda items were presented:

- A. Approve minutes of Board Study Session, October 14, 2015 (The October Board Study Session minutes will be presented to the board during the December board meeting.)
- B. Approve minutes of Regular Board Meeting, October 14, 2015

**DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE CONSENT AGENDA ITEM AS PRESENTED AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

#### **6. REPORTS**

##### **A. LEWIS AND CLARK ELEMENTARY PRESENTATION**

Principal Ploghoft spoke about the ELD model and what it looks like and then introduced Trixie Bigby, Lewis and Clark's ELD teacher, who gave a Power Point presentation about the C.A.L.M. (Co-Teacher for Academic and Language Mastery) & G.L.A.D. (Guided Language Acquisition Design) programs. The first year goals for C.A.L.M. is:

- Build trust and collaboration
- Use essential strategies across content areas
- Address ELP standards in lesson objectives/activities
- Develop G.L.A.D. units in line with CCSS

The goal for G.L.A.D. is to ensure that all students are able to read and write grade-level text and access academic content. Ms. Bigby highlighted the reasons why G.L.A.D. is the model of choice:

- Integrated approach
- All strategies have built-in opportunities for differentiation
- Extensive teacher training
- Based on brain research and linguistic studies, tested over 20 years
- Provides a unique blend of academic language and literacy and organizes it into a process

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- Encourages cooperative learning, authentic use of language, maintains high standards for all, and fosters respect and importance of student voice

Ms. Bigby went on to explain that G.L.A.D. is a type of “sheltered instruction” used to mainstream academic classroom, with students at various levels of English Language Development. G.L.A.D. give teachers specific strategies and prescriptive directions on how to implement them in the content area instruction.

Real examples from Lewis and Clark School classrooms were provided by the following teachers: Mona Foss, Kasey Breuier, Emily Jenkins, and Megan Jacobi.

Superintendent Hoppes thanked the teachers for their presentations and stated that Ms. Linder was the one that got this program all started.

#### **B. ADMINISTRATIVE REPORTS**

Principal Gohr reported that Astor Elementary School fall conferences had over 95% attendance rate. They are getting ready for P-3 to visit Head Start. Surveys are back from our fall conferences showing that 35% of kindergarten parents are reading at home to their child. Reading daily is what we want to focus on.

Principal Ploghoft reported that Lewis and Clark Elementary School had an attendance rate of 93% at their fall conferences. Principal Ploghoft thought that was a really good turnout. A Veterans Day assembly was held last week. Yellow stars were sent home for students to add a veterans name and was displayed at school. Veterans were invited to the assembly in which Lynn Tumbarello spoke to students. It was a nice assembly. Veterans came up on stage so students could honor them. Parents Club did a really nice job and they got lots of good feedback.

Principal Berger reported that Astoria Middle School had an attendance rate of 62% at their fall conference. She said she is not satisfied with that number. They identified 25 families in which 23 of those families attended. We are looking to expand that for the spring conferences. Parents Club held their annual book fair during the conferences that was a great success. The end of the quarter celebration was held in which over 200 students were acknowledged for their academic achievements.

Principal Jackson reported that Astoria High School they have 10 seniors at or most at risk and 22 seniors that are deficient on their graduation skills. They had multiple students placed in the wrong math class. Principal Jackson reported that their fall conference attendance was about 50%. All freshman parents were called. Mr. Jackson reported that seniors had less attendance.

Curriculum Director Ms. Linder reported that she is one year into her job. She is spending time this fall trying to maximize how we will spend our money. Ms. Linder reported that Marisol from ESD came and tested students at Astoria Middle School,

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Astoria High School, and Lewis and Clark Elementary last week. Ms. Berger and I have begun our apprentice to become Constructing Meaning teachers. PLCs are doing great work. Ms. Linder has been meeting individually at each school with smaller groups which leads to more interaction from the teachers and is venturing into administrative PLC.

Coordinator of Special Programs Mrs. Randall reported that the December census is coming up.

**C. PROFESSIONAL LEARNING COMMUNITIES REPORT**

Superintendent Hoppes stated that the board was given the PLC report in their board packet and asked if anyone members had questions on it. No questions were asked.

**D. ENROLLMENT REPORT**

Superintendent Hoppes announced that enrollment was down 14 students from last month, but the district is up 24 students from last year. So far there are 5 new students enrolled for this month. Astoria High School has two students coming from Guam this week.

**E. 2015-2016-BOARD/DISTRICT GOALS (\*\*)**

Superintendent Hoppes stated that a group of teachers and administrator are going to attend a conference in December. Superintendent Hoppes also shared that the Health and Wellness PE teachers are working with him. On the communication list, the District has been keeping the Facebook page updated which is showing by the amount of hits it receives. The District has posted the payroll position which has also received quite a few hits. Craigslist is also being used to post the position.

**F. FINANCIAL REPORT**

Business Manager Ms. Landwehr reported that everything is coming and going out just like it should be. Auditors have been here this week. Ms. Landwehr also reported that while attending the OASBO conference last week that the big word was "stagnant".

**G. FOOD SERVICE REPORT**

Food Service Interim Director Ms. Burch reported that they served 295 students at Lewis and Clark Elementary on Monday and that lunch has been increasing at the middle school and high school. Monthly promotions have started with dried fruit and vegetables featured during the month of November. Whole grain french toast and waffles and sausage have been added to the breakfast menu. Nutrislice is on the website and directions on how to access it can be found on the menus. Ms. Burch also reported that they attended the farm to school training last month.

**H. GIFTS TO THE DISTRICT**

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

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**7. INFORMATION**

The following information items were presented:

- A. Transfer of Tiffany Golden, 1.0 FTE 2<sup>nd</sup> Grade Teacher, Astor Elementary School to 1.0 FTE 1<sup>st</sup> Grade Teacher, Astor Elementary School, effective August 31, 2015
- B. Resignation of Rosemary Geraghty, 7.75 hours per day Youth Transition Specialist, Astoria High School, effective October 9, 2015
- C. Transfer of Darcy Cotte, 6.0 hours per day Instructional Assistant, Astor Elementary School to 4.0 hours per day Instructional Assistant, Astor Elementary School, effective October 19, 2015
- D. Resignation of Wendy Hensley, 5.50 hours per day, Bus Driver, Transportation Department, effective October 23, 2015.
- E. Transfer of Shirine Taylor, 4.0 hours per day Instructional Assistant, Astor Elementary School to 6.5 hours per day Instructional Assistant, Astor Elementary School, effective October 26, 2015
- F. Employment of Kati Junes, 6.75 hours per day Instructional Assistant-Resource Room, Astoria High School, effective November 9, 2015
- G. Transfer of Deborah Stemper, 6.5 hours per day Instructional Assistant, Astoria Middle School to 7.75 hours per day Youth Transition Specialist, Astoria High School, effective November 9, 2015
- H. Employment of Sally Fox, 4.0 hours per day Bus Driver, Transportation Department, effective November 9, 2015

**8. UNFINISHED BUSINESS**

Superintendent Hoppes explained to the board that this is the second reading of policies AE, CPA, GBNA/JFCF, and LBE.

**A. AE – DISTRICT GOALS (SECOND READING)**

The following items were added:

- Supports the physical and cognitive growth and development of students;
- Provides for increased learning time; and
- Utilizes valid and reliable data for evaluating the success of curriculum, instruction, resource allocation and school improvement

**DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE CHANGES FOR POLICY AE – DISTRICT GOALS AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**B. CPA – LAYOFF/RECALL – ADMINISTRATIVE PERSONNEL (SECOND READING)**

Changes would add that the CPA policy would include all licensed administrators below the rank of assistant superintendent. The factors considered in the layoff process, adding

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that recent experience be included under competence, and also adding additional training. Merit was included to measure one administrator's ability and effectiveness against another administrators. Also added was that prior to initial development of a recall procedure, the Board will consult with the employee or designated representative of the employee covered by this policy.

**DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE CHANGES FOR POLICY CPA – LAYOFF/RECALL – ADMINISTRATIVE PERSONNEL AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**C. GBNAA/JFCF – CYBERBULLYING (SECOND READING)**  
Action will delete the GBNAA Policy.

**DIRECTOR RICKENBACH MADE A MOTION TO APPROVE TO REMOVE POLICY GBNAA/JFCF - CYBERBULLING AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**D. LBE – PUBLIC CHARTER SCHOOLS (SECOND READING)**  
Includes how the district will gather data in order to annually calculate the number of students residing in the district who are enrolled in the virtual public charter school. It also states that when the percentage is three percent or above, the district may choose to not approve additional students for enrollment to a virtual public charter school.

**DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE CHANGES FOR POLICY LBE – PUBLIC CHARTER SCHOOLS AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**9. NEW BUSINESS**

**A. GERMAN FIELD TRIP**  
Principal Jackson explained to the Board that they will be doing their standard trip to Germany again this year. Trip information was provided to the Board.

**DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE GERMAN FIELD TRIP AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**B. JEA – COMPULSORY ATTENDANCE (FIRST READING)**  
House Bill 4014 was an omnibus bill in which Section 13 and 14 amended ORS 339.010 and ORS 339.020 and added the provision that requires five and six-year-olds enrolled in public school to maintain regular attendance.

**C. JHFE – REPORTING OF SUSPECTED ABUSE OF A CHILD (FIRST READING)**

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- D. JHFE-AR – REPORTING OF SUSPECTED ABUSE OF A CHILD**
- E. JHFF – REPORTING REQUIREMENTS REGARDING SEXUAL CONDUCT WITH STUDENTS (FIRST READING)**
- F. KN/JHFE-AR – ABUSE OF A CHILD INVESTIGATIONS CONDUCTED ON SCHOOL PREMISES**

The recommendation below is for the above policies.

House Bill 4016 expands the categories of employees that are considered “mandatory reporters” of abuse of a child. There is new language related to abuse by other students, and who to report abuse to in the event the abuser is the person designated to take reports of abuse. In most cases “child abuse” was modified to read “abuse of a child” to reflect modifications made in HB 4016. Under KN/JHFE-AR Department of Human Resources and law enforcement must fill the form out included in this policy when visiting each school. This form will be made available immediately in each building.

**G. OSBA BOARD OF DIRECTORS – POSITION #14**

**DIRECTOR RICKENBACH MADE A MOTION TO ELECT GREGORY KINTZ TO POSITION #14 OF THE OSBA BOARD OF DIRECTORS AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**H. BOARD MEMBER RESIGNATION**

**DIRECTOR RICKENBACH MADE A MOTION TO ACCEPT THE BOARD RESIGNATION OF CHAIR MARTIN DURSSE AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**I. STRATEGIC PLANNING CONTRACT**

Superintendent Hoppes asked that the Board extend the current contract.

**DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE STRATEGIC PLANNING CONTACT AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**J. BUSINESS MANAGER CONTRACT**

Superintendent Hoppes that Mindy Landwehr be hired for the Business Manager position.

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**DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE BUSINESS MANAGER CONTRACT AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**K. TECHNOLOGY SURPLUS**

Directors reviewed the list of surplus items provided in the packet.

**DIRECTOR RICKENBACH MADE A MOTION TO SURPLUS THE TECHNOLOGY ITEMS AS PRESENTED AND DIRECTOR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.**

**10. COMMENTS**

**A. FOR THE GOOD OF THE ORDER**

There were no comments for the good of the order.

**B. SUPERINTENDENT**

Superintendent Hoppes

- It's nice to have Mindy on board - we are still short in the office - still need to fill the payroll position
- Shawn's daughter had art work at the show - Shawn didn't even know about it
- Marty has been here since I've been with the District - it's easier to be a friend with him rather than him to be my boss
- Thank you Whitney for your report

**C. BUSINESS MANAGER**

Mindy Landwehr

- There are a lot of applicants for the payroll position - interviews are coming up
- Auditors are here this week

**D. BOARD MEMBERS**

Director Rickenbach

- Thank you for the presentation Whitney
- Thank you to Marty - I appreciate his leadership and for being a role model to all of us
- The art show had a lot of good art work there
- I enjoyed the OSBA conference we went to

Director Laman

- Thank you Whitney and the Lewis and Clark teachers for their presentation
- I'm excited about our wellness meeting today and the OSBA conference
- Thanks for Marty - I knew nothing about board policy - he was very patient - I'm going to miss him and his leadership

Vice Chair Sampson

- There were some great classes at the OSBA conference



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- Congratulation to McKenzie Bovard for her baby boy
- Thank you to the administrators for their reports
- Thank you to Mr. Ploghoft and teachers from their presentation
- I miss Marty already - he called me and left a message - when I called him back I was shocked at what he had to say - he took us under his wings - he was very great to work with

**E. BOARD CHAIR**

Chair Dursse was not in attendance at tonight's meeting

**11. FUTURE MEETINGS & EVENTS**

- |   |   |
|---|---|
| A. Wednesday, December 9, 2015<br>6:15 P.M. | <u>BOARD STUDY SESSION</u><br>ASD Boardroom   |
| B. Wednesday, December 9, 2015<br>7:30 P.M. | <u>REGULAR BOARD MEETING</u><br>ASD Boardroom |

**12. EXECUTIVE SESSION**

The Board moved into Executive Session at 9:15 P.M. per ORS 192.660(2)(e) – To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

**13. OPEN SESSION**

Open session resumed at 9:30 P.M.

**14. ADJOURNMENT**

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

The meeting was adjourned at 9:30 P.M.

  
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Board Chair

  
\_\_\_\_\_  
Superintendent/Clerk