

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

REGULAR SCHOOL BOARD MEETING MINUTES

September 13, 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; 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 7:32 P.M. on Wednesday, September 13, 2017, in the Astoria School District Boardroom. All present stood for the Pledge of Allegiance.

2.0 COMMUNITY RECOGNITION

Chair Sampson introduced attendees Stephanie Meadows and Brian Riffe. Chair Sampson explained that Stephanie and her husband Rob Meadows own Meadows Broadcasting, 94.3 KRKZ in Astoria, Oregon. Brian Riffe is the advertising sales representative for Astoria School District. Ms. Sampson read from a prepared statement describing the helpful contributions made by Meadows Broadcasting. She presented Ms. Meadows with a signed and framed certificate of appreciation. The trio posed for a photo, and the group applauded their personal and business contributions to the district. The attendees excused themselves from the Boardroom.

3.0 PATRON COMMENTS/QUESTIONS

None.

4.0 CONSENT AGENDA

The following consent agenda items were presented:

- A. Approve minutes of Regular Board Meeting, August 9, 2017
- B. Approve minutes of Board Study Session, August 9, 2017
- C. Employment of Elizabeth Visser, 1.0 FTE Special Education Teacher, Lewis & Clark Elementary, effective August 28, 2017
- D. Employment of Shelby Gagnon, 1.0 FTE Language Arts Teacher, Astoria High School, effective August 28, 2017

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

5.0 REPORTS

A. ADMINISTRATIVE REPORTS

Administrator Gohr reported the following:

- Astor has 160 kindergarteners!
- Every day is getting better with the new kindergarteners - they have so much learning to do
- Beginning STAR reading assessments with 1st and 2nd graders

Administrator Ploghoft reported the following:

- Lewis & Clark has more students than ever, at 432 students
- They are getting used to more students around the building
- Received 50 applications for LCE student council – will be interviewing for officers soon
- Transportation started slow but is now on track
- On to a great start with lots of new staff in the building – the excitement is great

Administrator Berger reported the following:

- Middle School is off and running
- Smooth start with no new staff members in the last three years
- Each of the fall sports teams have a contest today
- AMS has an upcoming Open House with every staff member volunteering to help

Administrator Jackson reported the following:

- 14 students earned one credit towards graduation from Summer School classes
- Had a successful Parent's Night on August 30th
- AHS is up in numbers by 30 to 40 students, making a total for the school of around 620
- Announced that Kathy Perez would be the AHS School Board Student Representative

Administrator Clay reported the following:

- SPED is off and running with a seamless transition
- Staff has been training on how to better support their students
- Preschool is fully enrolled with 16 students
- Working on assembling a Special Ed review committee

Curriculum Director Linder reported the following:

- Beginning of the year in-service had a lot of positive feedback
- Classified staff was included this year which helped to bring the group together and create a sense of community

Food Service Director Kelly reported the following:

- Off to a good start
- Making some adjustments with a new dairy vendor and new school kitchen ovens
- Changed the salad bar at L&C which allows for more fresh choices
- Put out some fresh wraps and salads at the High School and they were very popular
- MYSCHOOLBUCKS is up and running with 101 transactions to date – program is easy to use and has had great feedback from parents

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

B. FACILITY REPORTS

Superintendent Hoppes announced that there had been two pre-educational facility conferences with the architects. He stated that during a recent follow-up, the architects informed him that progress was good and they had a lot of data and work to do. Mr. Hoppes stated that the District would need to assemble a Building Committee, and that they had identified possible members. He went on to discuss that he had contacted a few possible members with no refusals to date, and stated that the group would consist of community members, board members, budget committee members, retired teachers and parents. Mr. Hoppes concluded the facility report and informed the group that he expected a preliminary report from the architects soon.

C. STUDENT ATTENDANCE REPORT

Mr. Hoppes discussed the attendance report. He explained that once school gets going, the reports will move from a narrative to a data report. Mr. Hoppes discussed that "Strive for 5" had received some push-back from the community. Vice Chair Laman referred to Strive for 5 and noted parent concern about rewarding attendance, which is not the message. Mr. Hoppes explained that misconceptions are a part of getting the message out. Chair Sampson discussed mentality and added that it is not a punishment to be absent. Director Oser expressed that it never occurred to him that anyone would have a problem with encouraging attendance. Mr. Hoppes concluded the report stating that attendance is a good discussion that we need to stay consistent with. The group briefly discussed the disappearance of many Strive for 5 lawn signs.

D. FINANCIAL REPORT

Business Manager Landwehr informed the group that the District had received the first State school funds of the year. She reported that this month's expenses contain many of our annual, one-time-a-year payments. Ms. Landwehr stated that she had went to a training today and had some new ideas. Director Oser appreciated the expansion of the financial report, and thanked Ms. Landwehr for her work.

E. CONSTRUCTION EXCISE TAX REPORT

Mr. Hoppes discussed the memo regarding excise tax. He explained the process to the group, and discussed benefits from residential and commercial construction. He explained that the funds from the excise tax are designed to be banked and used for updates at CMH field.

F. STAFF WELLNESS REPORT

Superintendent Hoppes referenced the board packet and discussed the wellness report. He touched on multiple wellness initiatives including the walking competition, which ASD won last year at a statewide level. Mr. Hoppes discussed the Parks and Recreation pass available to all ASD staff at a reduced rate. He concluded the report by informing the group of the plan to restructure the wellness committee by rotating in classified staff.

G. GIFTS TO THE DISTRICT

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

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

6.0 INFORMATION

The following Information items were presented:

A. GBA-AR – Veterans' Preference

Mr. Hoppes reminded the group that ARs that do not need Board Approval will be listed in Information. GBA-AR is information only and is included in our hiring processes.

- B.** Employment of Timothy Brock, 8.0 hours per day Evening Custodian, Astor Elementary School, effective August 29, 2017
- C.** Resignation of Nicole Benthin, 12 hours per week School Nurse, Astoria High School, effective August 5, 2017
- D.** Resignation of Amy Roe, 4.5 hours per day Instructional Assistant/Para-Professional, Lewis & Clark Elementary, effective August 9, 2017
- E.** Resignation of Laura Conklin, 5.0 hours per day Instructional Assistant – Resource Room, Lewis & Clark Elementary, effective August 14, 2017
- F.** Resignation of Benjamin Tackett, 1.0 FTE Language Arts Teacher, Astoria High School, effective August 14, 2017
- G.** Retirement of Mary Miner, 7 hours per day Assistant Secretary, Astor Elementary School, effective December 31, 2017
- H.** Employment of Verenicia Chavez, 2.5 hour per day Head Cook/Breakfast, Gray School Campus, effective August 31, 2017
- I.** Employment of Kathleen Perdue-Anderson, 5.25 hours per day Preschool Instructional Assistant, Gray School Campus, effective September 5, 2017
- J.** Employment of Susan Graham, 6.75 hour per day Instructional Assistant – Resource Room, Astoria High School, effective September 5, 2017

7.0 UNFINISHED BUSINESS

- A.** EFAA – AR Reimbursable School Meals and Milk Program (Second Reading)
- B.** GBC – Staff Ethics (Second Reading)
- C.** GBK/JFCG/KGC - Prohibited Use, Possession, Distribution or Sale of Tobacco Products and Inhalant Delivery Systems (Second Reading)
- D.** GCBC/GDBC – Associated Payroll Costs (Second Reading)
- E.** GCBDC/GDBDC – Employee Request for Domestic Violence, Harassment, Sexual Assault or Stalking Leave (Second Reading)
- F.** IGBAB/JO-AR – Education Records/Records of Students with Disabilities
- G.** JEA – Compulsory Attendance (Second Reading)
- H.** JFCF - Hazing, Harassment, Intimidation, Bullying, Menacing, Cyberbullying, Teen Dating Violence and Domestic Violence – Student (Second Reading)
- I.** JG – Student Discipline

VICE CHAIR LAMAN MADE A MOTION TO APPROVE THE UNFINISHED BUSINESS ITEMS AS PRESENTED AND DIRECTOR OSER SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

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

8.0 NEW BUSINESS

The following items of New Business were presented:

A. 2017-2018 Astoria School District Board Goals

Superintendent Hoppes asked the group to review the board goals as presented.

DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE 2017-2018 ASTORIA SCHOOL DISTRICT BOARD GOALS AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

B. Student Attendance Proclamation

The group reviewed the document.

DIRECTOR HELLIGSO MADE A MOTION TO APPROVE THE STUDENT ATTENDANCE PROCLAMATION AS PRESENTED AND VICE CHAIR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

C. Family and School Liaison Contract

Superintendent Hoppes announced that the District had hired Michael Olsen for the Liaison position. He explained that Mr. Olsen will be in District Mondays and Fridays as he transitions out of private practice, and hopes to be full time by November. He has met with administrators and counselors and is prioritizing his schedule based on their feedback.

VICE CHAIR LAMAN MADE A MOTION TO APPROVE THE FAMILY AND SCHOOL LIAISON CONTRACT AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

D. OSEA Memorandum of Understanding – Sick Leave Donation

Mr. Hoppes explained that this document is meant to clarify the OSEA sick leave donation process.

DIRECTOR RICKENBACH MADE A MOTION TO APPROVE THE OSEA MEMORANDUM OF UNDERSTANDING – SICK LEAVE DONATION AS PRESENTED AND VICE CHAIR LAMAN SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

E. OSEA Memorandum of Understanding – Economic Terms

Mr. Hoppes discussed the 2-year approved contract with OSEA. He informed the group that they had reached an agreement in just two meeting.

DIRECTOR OSER MADE A MOTION TO APPROVE THE OSEA MEMORANDUM OF UNDERSTANDING – ECONOMIC TERMS AS PRESENTED AND DIRECTOR HELLIGSO SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

F. Surplus Items – Technology

The group reviewed the presented Technology surplus items.

VICE CHAIR LAMAN MADE A MOTION TO APPROVE THE TECHNOLOGY SURPLUS ITEMS AS PRESENTED AND DIRECTOR OSER SECONDED. THE MOTION WAS UNANIMOUSLY CARRIED.

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

Mr. Hoppes discussed that this was the first reading for items G through P.

G. CBG – Evaluation of the Superintendent (First Reading)

Mr. Hoppes stated that CBG updates language as recommended by OSBA.

H. EFAA - District Nutrition and Food Services (First Reading)

Mr. Hoppes explained that EFAA updates language as recommended by ODE and to meet federal law.

I. EFAJ - Child Nutrition – Meals Served Visiting Students (Delete)

Mr. Hoppes stated that EFAJ no longer meets standards and is recommended for removal.

J. GBMA – Whistleblower (First Reading)

Mr. Hoppes explained that GBMA is at first reading for clarity of statutory requirements. The group briefly discussed whistleblower procedures.

K. GCBDA/GDBDA - Family Medical Leave

Mr. Hoppes stated that the updates clean up language regarding FMLA eligibility.

L. GCL – Staff Development – Licensed (First Reading)

Mr. Hoppes discussed that updated language reflects revised State licensing requirements and creates new rules. He noted that the District has these rules in place.

M. IKI – Academic Integrity (First Reading)

Mr. Hoppes stated that IKI reflects recent changes regarding suspension or expulsion as discipline.

N. ING – Animals in Schools (First Reading)

Mr. Hoppes explained that ING reflects rules as recommended by OSBA and PACE. The group discussed the difference in different types of service animals.

O. JEC – School Admissions (First Reading)

Mr. Hoppes discussed the updated language.

P. JECBD – Homeless Students (First Reading)

Mr. Hoppes stated that JECBD adds policy addressing homeless students.

9.0 COMMENTS

A. FOR THE GOOD OF THE ORDER

No Comment.

B. SUPERINTENDENT

Superintendent Hoppes:

- Good start to the year
- The district has more students
- Followed up regarding a question of adding future agenda items
- Discussed the upcoming November School Board Conference in Portland, Oregon

C. BUSINESS MANAGER

Mrs. Landwehr:

- Friday is the deadline for open enrollment
- The first full payroll will be at the end of this month – preparing for that
- Hiring new staff and hope to get settled soon
- The district has received more free and reduced meal application than ever before

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

D. BOARD MEMBERS

Director Rickenbach:

- Good job everyone
- Noted that the bus barn had been working long hours

Director Helligso:

- Looking forward to another year

Director Oser:

- Discussed the beginning of the year in-service and how he was impressed with the enthusiasm
- Expressed his belief that our public schools are exceeding expectations

Vice Chair Laman:

- Thank you for a great start to the school year
- Stated that it is interesting to see the extra effort by educators at home as a parent – appreciated the extra communication from math programs
- Appreciated that Lewis & Clark had translated student orientation for Spanish speaking parents and families – it is nice that they have that service available

E. BOARD CHAIR

Chair Sampson:

- Thanked everyone for a great start to the school year
- Noted the positive feedback she is receiving from the community
- It is going to be a great year – keep doing what you are doing, people are noticing
- Thanked the District for the “Strive for 5” T-shirts gifted to the Board of Directors

10.0 FUTURE MEETINGS

Chair Sampson read the upcoming meetings and events.

- | | |
|---|---|
| A. Wednesday, October 11, 2017
6:15 P.M. | <u>BOARD STUDY SESSION</u>
ASD Boardroom |
| B. Wednesday, October 11, 2017
7:30 P.M. | <u>REGULAR BOARD MEETING</u>
ASD Boardroom |

11.0 ADJOURNMENT

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

The meeting was adjourned at 8:36 P.M.


Board Chair


Superintendent/Clerk