



# Reedsport School District 105

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## School Board Meeting Minutes For September 12, 2018

Call to Order – Chairperson Jennifer Clark called the meeting to order at 6:33 pm.

A quorum was established with the following board members in attendance: Chairperson Jennifer Clark, Vice Chairman Eric Brandon, Director Sandra Donnelly, Director Greg Carter, Director Duane Wisheart, Director Shelley Swift and Director Casey Jones.

The following Reedsport School District Staff members in attendance: Superintendent Jon Zwemke, Business Manager Rachel Amos, Special Education Coordinator Parma Roe, Principal Jerry Uhling, Principal Amanda O'Brien, Board Secretary Donna Shaw, Teachers Dan Vasquez, and Keith Tymchuk.

The Pledge of Allegiance was recited.

Election 2018-2019 Board chair nominations as Director Shelly Swift Nominated Director Sandra Donnelly and Director Greg Carter nominated Director Eric Brandon. Director Casey Jones asked if past practice was to have the Vice Chair take over the Chair and Jennifer Clark stated that we do not have that established here. Chairperson Jennifer Clark asked for the vote. Three votes for Sandra Donnelly and Four votes for Eric Brandon. Director Eric Brandon became the new Board Chairman. Director Jennifer Clark then nominated Director Duane Wisheart for Vice Chairman and the vote became unanimous 7-0.

Community Comments came from Dan Vasquez as he spoke on the association of Reedsport Educators. Welcome Back he said and then proceeded to tell the board who is the new President Charissa Hixenbaugh, Past President was James Hixenbaugh and the Secretary is Whitney Isley with the Treasurer as Carol Colton. Building Representatives for Reedsport Community Charter School is Ron Frakes and Highland Elementary School Representative is Dan Vasquez.

Director Duane Wisheart moved to approve the Revised agenda and Carey Jones seconded the motioned and without discussion the motion carried 7-0.

RCCS Principal, Jerry Uhling's report was on hand for review and he added that he had a few bumps in the road but was moving on.

HES Principal, Amanda O'Brien's report was on hand for review and had nothing further to add, except that things were going smooth.

Director Jennifer Clark mentioned that both her children that go to the different building are very excited about how things are going.

SPED Director, Parma Roe's report was on hand and she mentioned that we have 13 new Sped students, actually high needs students this year and had put a blot on the Highland elementary school. Sandra Donnelly had asked about the five Kindergarteners whom already have IEPS. Sped Director Parma Roe explained that a IFSP Integrated Family Support plan can be predicted in as early as Pre-Kindergarten and early education.

Business Manager Rachel Amos report was on hand for review. She is working on Audit, with the new auditors and is in constant contact with them. Director Carey Jones asked for a timeline on the Audit and was told that she is hopeful for end of October to be finished.

Superintendent Jon Zwemke report was on hand. He reported that the Insurance rates cost was up and the adjustment was down. LED lights were installed and looking great in the Gym, was also reported that the Volleyball Tourney was able to proceed and was useable because our kids are the focus.

Administrators are working on calendars and evaluations as to meet the March 15<sup>th</sup> Deadline to the Board. April will be the educator job fair in Portland where we will attend and be proactive on our needs to hire.

Highland Seismic Retrofit project is starting to look at the roofing on Friday the 14<sup>th</sup> of September. Chairman Eric Brandon asked for a time line of Highland Elementary Seismic status and Superintendent Jon Zwemke explained they have starting the testing, and that he imagined the bid will go out soon. Mr. Zwemke said he would visit with the engineers and follow up with the board next month. They will follow the procurement law. Director Donnelly asked about the Tuesday Seismic meetings and Superintendent Jon Zwemke explained that they put it off this week until Friday.

The Family Festival was attended by Administrators and a Technology Survey was conducted. The administrators discovered that the access to internet/service snail mail and text messages was the most appropriate methods to contact families in our schools based on the survey. Which is something that was predicted.

Superintendent Jon Zwemke talked on the staffing at the buildings and that the district is still looking for a Counselor and a K-12 Physical Education Teacher. This year we added a .50 Attendance Secretary with the funds from Measure 98 and Chronic Absenteeism grants monies.

Superintendent Jon Zwemke also spoke on the Food Service plan and that we should be seeing some new equipment in the kitchens this year. North Bend is whom we are working with on the Corrective Action Food Service Monies.

The In-service SWOT exercise gave lots of input for the Administrator team to be able to give input to the staff once it's all complied.

Superintendent awards will begin in October and will be much like student of the month.

Superintendent Jon Zwemke talked on the LCRB and recommended that the Board do this as a group.

Finally, Superintendent Jon Zwemke left the board with a calendar of events he would be participating in for the month.

Chairman Eric Brandon asked about the evaluation of the Elementary Principal Amanda O'Brien. It was discussed and they will be investigating on whom to proceed with. Director Shelly Swift liked that Superintendent Tenneal Wetherell with South Coast ESD will do it at no cost and then Retired Superintendent Dan Forbess was also a possibility as well as Superintendent Brian Gardner from Central Linn. Timeline will be next meeting on October 10<sup>th</sup>. Eric Brandon mentioned he would continue reaching out potential administrators who might evaluate Principal O'Brien.

Director Sandra Donnelly motioned to approve the consent agenda, Director Shelley Swift seconded the motion and the motion carried 7-0.

Director Carey Jones motioned to authorize the School Board as the Local Public Contract Review Board, Greg Carter seconded the motion, and the motion carried 7-0.

The Policies were in the 1<sup>st</sup> reading with Director Sandra Donnelly asking about the documentation on page #49 of GBN/JBA "Sexual Harassment" "All documentation related to sexual harassment complaints may become part of the student's education record or employee's personnel file as appropriate. Superintendent explained the actual meaning and that why it would or would not go into the students CUM file but if necessary it would.

Director Sandra Donnelly asked about JHCD/JHCD-AR "Medication" It was talked about that the medication means ANY DRUG and what that might mean. Director Carey Jones asked about the Epi Pen and Superintendent explains that we have a system in place as to how and whom shall be in charge of the Epi Pen, inhalers, etcetera. Through the day as well as on field trips, "fanny pack" systems are used and it's on a case by case system.

Director Sandra Donnelly asked about Page # 88 in the JHFE-AR1 Reporting of Suspected Abuse of a child. Looking for the reference to JHFE-AR2 –Board Secretary Donna Shaw will add to October Packet.

Action items C. Director Jennifer Clark motioned to approve The OSAA Cooperative agreement for the Boys and Girls Swim Team with Siuslaw School District for 2018-2019. Vice Chairman Duane Wischart seconded the motion, Director Carey Jones asked questions relating to the team being here in Reedsport, travel, and parents. It was explained that the sport would be played here in Reedsport at our facilities and that the one student from

Siuslaw would be traveling with her parent and under the Siuslaw name. We are a team, but it is an individual sport. Motion passed 7-0.

Discussion items:

Superintendent Jon Zwemke gave updates in his report regarding the Gyms. And that a walk thru would take place on Thursday the 13<sup>th</sup> of September. Final Stages.

The OSBA Promise Scholarship with dates to get together. Attendance will be Director Greg Carter, Director Sandi Donnelly, Director Shelley Swift and Director Carey Jones on September 27<sup>th</sup> 6:30-9:30 pm.

South Coast ESD Regional Meeting in Bandon at 5:00 pm planning on attending is; Director Sandra Donnelly, Director Carey Jones, Director Jennifer Clark, Director Greg Carter and Superintendent Jon Zwemke on October 1<sup>st</sup>.

Superintendent Jon Zwemke mentioned on October 9<sup>th</sup> with SCESD Legislative Forum 5:30 to 9:00 pm.

The 72<sup>nd</sup> Annual OSBA Convention November 8<sup>th</sup> – 11<sup>th</sup>. All members will attend except for Director Carey Jones.

COSA Law Conference will be December 5<sup>th</sup>-7<sup>th</sup> in Eugene. Superintendent Jon Zwemke encouraged the Board to attend at least one day of the conference. Attending will be Director Sandi Donnelly, Director Carey Jones, Chairman Eric Brandon and Director Jennifer Clark. Director Shelly Swift will get back to me.


Chairman Eric Brandon mentioned he needed a tech request for his E-mail to be added to his phone so he doesn't miss important information.  
Director Shelley Swift mentioned that her personal e-mail is on the website and she would like it taken down and replaced with her school e-mail.

Director Sandra Donnelly told everyone that the 1968 class reunion will have their 50<sup>th</sup>. The lions site screening will be on district the 20<sup>th</sup> and remember the date September 22<sup>nd</sup>. REEF Golf Tournament.

Meeting was adjourned at 7:28pm

Respectfully submitted by Donna Shaw.

  
Eric Brandon, Chairman      10-10-18      Date

  
Jon Zwemke, Superintendent      10-10-18      Date