



# Reedsport School District 105

## MONTHLY SCHOOL BOARD MEETING

### MINUTES

FEBRUARY 8, 2023, 6:30 p.m.

Reedsport District Office Board Room

#### I. CALL TO ORDER @ 6:30 PM

#### II. ESTABLISH A QUORUM

A. Eric Brandon, Carrie Oldright, Bonnie Booher, Jack Dailey, Jon Zwemke, Rachel Amos, Amanda O'Brien, Jerry Uhling, Tosh Tipton

#### III. PLEDGE OF ALLEGIANCE

#### IV. CHANGES TO THE AGENDA

A. None

#### V. ACCOLADES

##### A. January Superintendent Awards

1. Student: Lacey Schuttpelz – 3<sup>rd</sup> Grade / Annalena Villegas – Elementary 3<sup>rd</sup> Grade Teacher
2. Student: Beau Ingram - 5<sup>th</sup> Grade / Corbett Molle - Elementary 5<sup>th</sup> Grade Teacher
3. Student: Myles Morgan – 11<sup>th</sup> Grade / Brian Watts – Athletic Director/Leadership Teacher
4. Student: Sativa Warford – 12<sup>th</sup> Grade / Carol Colton – Jr./Sr. High Art Teacher

##### B. Donations

1. Sheri Aasen donated \$400 of men's shoes to Abby's Closet at the Jr./Sr. High School.
2. Café Nine Ninety West donated \$25 for prizes for Sr. class fundraiser.
3. Bay Appliance & TV donated \$583.70 to purchase team sweatshirts for the Varsity 8<sup>th</sup> Grade Boys Basketball team.

#### VI. COMMUNITY COMMENTS

*Individuals may address the Board on agenda items. Please let the Board Chair know which item you wish to address. You are limited to no more than three (3) minutes. You may address the Board on a topic not on the agenda as long as it does not pertain to a complaint against a staff member. However, the Board reserves the right to refer the matter to the administration.*

*Anyone wishing to provide public comment or testimony may submit their comment/testimony in written form or email to the Board Secretary. Comment and testimony received by 3:00 PM on the day of the meeting will be included in the meeting. Any comment/testimony received after 3:00 PM will be saved for the next regularly scheduled board meeting. Submit Comments to: Reedsport School District email: [stipton@reedsport.k12.or.us](mailto:stipton@reedsport.k12.or.us) or mail to: 100 Ranch Road Reedsport, OR 97467*

## VII. REPORTS

### A. Elementary Administrator – Amanda O'Brien

1. Mrs. Wall has been helping get an exercise room for the staff. Thank you for your time and effort in getting that grant
2. Archery is going great and we have 4-6<sup>th</sup> grade third group who want to compete and they enjoyed the first competition. Taking the students to a tournament in a few weeks.
3. About 55 students are taking part in this program.
4. Mrs. Cooper moved into the library position after Mrs. Story retired. She would like to return to instruction and we have posted an internal job posting for this position.
5. Our leadership team is looking into other options to split up the responsibilities among teachers that have interest.
6. Half-time teacher has returned to Highland and will start meeting with students one session a week starting on February 14<sup>th</sup>.
7. Three times a year we test for student achievement.
  - a. K-6 math and reading and Orange is the intervention stage. Students are expected to reach grade level and have personal improvement.
  - b. For our teachers, our focus is individual improvement. They may enter in red, we want to improve to orange and then into the yellow, green and blue. This shows if the student is progressing with the programs we are utilizing for that student.
  - c. Expected growth is based on the starting point and meeting or exceeding the next grade level.
  - d. This helps us decide where to put our resources. Some grades have more intervention students. Some gaps close faster for other students.
  - e. Special interventions can't happen if we do not have the staff to do them. About 25% of our intervention sessions have had to be canceled this year due to lack of staffing. Due to sick, personal, bereavement. When we get subs, those subs may not be trained to teach the intervention the missing teacher would be able to do.
  - f. We cannot cancel SPED groups, so we have to pull from different areas to meet all the urgent needs for that day.
  - g. It is important to remember with students moving in and moving out has an impact of our scores because we are losing and bringing in new students.
  - h. MAPS is the national norm, but not all districts use the same program so data may not be available from previous schools.

### B. Jr./Sr. High School Administrator – Jerry Uhling

1. I would like to reiterate that Sheri Wall did a great job with the Health and Wellness Grant. We appreciate the efforts she made to win and utilize this grant.
2. Sandra McDuffy planned and ESPIRE week. She is doing a great job and getting students

- and families involved in scholarships and college prep or getting ready for trade school.
3. SWOC put on a presentation to invite students to look into all the SWOCC programs.
  4. Kelly Luck had SWOCC come in to work with seniors on scholarship information
  5. Cake raffle Friday night
  6. IRRRA week to help review and assist teachers to help get students engaged in teaching.
  7. Second round of MAPS testing will take place next week.
  8. Advisory days guest speakers have been invited to introduce different types of careers they may have no idea about. Eric Brandon came in to speak about constructions. Mrs. Luck has invited more people to come in to share opportunities with our students.
  9. Larry Davis is doing great with our Pep Band. They already have three songs and they are having a great time.
  10. Staff appreciation night for sports was a great night and we thank Coach Watts for putting that together.
  11. In the classrooms more to help utilize strategies for more innovative teaching strategies
  12. Mrs. Smith participated in an Elks Lodge essay contest which some of our students placed in.
- C. Jr./Sr. High Athletics and Leadership Report – Brian Watts
1. Leadership class took the teacher and staff appreciation night and just ran with it and worked hard to prepare it.
  2. Students will start volunteering once a week serving our school. Helping teachers, grounds work, helping continue to bring a sense of pride to our district community.
    - a. BB: Will these students get community service credits for this work? We do want our students to serve in a way they are passionate about.
  3. College visits have a positive effect on students when they are introduced to possibilities to continue their education.
- D. Certified ARE Representative – Julee Noel
1. Folk music festival in Florence. Mrs. Dean said the kids enjoyed it, they behaved very well and everyone had a great time.
  2. Mr. Smart shop class has started a pilot project on jewelry making and it was very positive. Students who weren't involved before have developed an interest
  3. Mr. Shaw's class is working on programming self-driving cars and will be presented next week. Would like to share a video at the next meeting.
- E. Technology Report – Tosh Tipton
1. Lots of tickets and requests. Trying to prioritize and triage those coming in
  2. Al Campbell has been a great help
  3. Projects completed, bandwidth upgrade. We use Douglas Fast Net as our provider. This project has been going on for a while and we are almost complete.

4. Synergy SIS, transition from Tyler July of 2024. It will be a big project for us to get all the student information backed up and transferred and formatted correctly.
  - a. BB is there a reason we are changing? Our current system is going away so we needed to start looking for what would work best. South Coast ESD has a consortium that is going to Synergy and we are following suit. Teachers we have heard from who use the system say it is better, but it is very in-depth. It will take some time to format it and personalize it to fit our needs. It is more robust and keeps a lot of information.
- F. Maintenance Report – Michael Schoppe
  1. District Office sign, Mr. Shaw’s class is 3-D printing the sign. They are close to done.
  2. Power outage proved that our generator works great.
  3. Wrestling room had some leaks but the roofers have made those repairs.
  4. HES office has doors coming in and hope to get things rolling again after the supplies come in.
    - a. HES 120-day build, will it be done? It will be pushing it. Supplies being delayed has pushed it back a bit.
- G. Business Manager – Rachel Amos
  1. Financials you have the short version and the long version so you can compare and see if you want to go to the short version in the meeting packet going forward.
  2. Next month will have the proposed Budget Committee calendar
  3. Governor came in at 9.9 is really amazing and the corporate activity tax helped that.
  4. Enrollment is in a good place as our ESSER funds will be utilized soon.
  5. State school money was affected by federal dollars from Covid. 10.3 is really the number we need to be consistent with our services. If the governor stays at 9.9, we have to make cuts. What we want is 10.5, but we have to have 10.3 to avoid fiscal cut backs
  6. The updated Family Leave Act a tax pool paid by employers and employees. If you make more than \$1,000 in a year, you are able to take leave without using sick leave first. This can be used once a year. This could be a huge impact on staffing, payroll and our financial future.
  7. BB is there criteria; do they have to have a doctor’s note? We still have a lot of questions on how to respond to this with our staff. Worst case scenario for employer would be to have a staff member out for 52 straight weeks, being paid and allowed to return to the protected position.
- H. Superintendent Report – Jon Zwemke
  1. Consolidate Staff Appreciation – Board to cook & serve a meal @ each building
    - a. April 4<sup>th</sup> and 5<sup>th</sup> in both buildings?
    - b. March meeting is the last opportunity to decide what we will be doing.

2. Student Enrollment Report
  - a. We have been consistent at 620 or so and that helps for budgeting
3. Esports Team Introduction
  - a. Fast growing sport in Oregon. Coos Bay has had a team for a while. Very attractive to our students. OSAA will be making it varsity level competition. This sport has an audience with our students and it will encourage them to come to school and stay eligible. It looks great on college applications and tech job resumes. It is a strategic sport like chess. It is growing in colleges as well.
  - b. BB: Would they be meeting at our school? Yes, they would use the computer lab. We want to protect our students from online dangers so it would be monitored.
  - c. It would be good to do a walk through once we have started so you can see how proud the students are to be involved.
4. Open Office Appointments Roll-out
  - a. The Superintendent will have hours available each week for anyone who feels they have a need to speak one on one. He will call or come to you. You can be confident that privacy, anonymity, confidentiality is observed.
5. We have applied for a TAP grant to assess the heating and cooling systems in both buildings. We would have an engineer architect to develop a plan. All this grant will pay for is the evaluation of our system and plan of improvement. It will likely be a multi-year upgrade project.

## VIII. BUSINESS/PRESENTATIONS

## IX. CONSENT AGENDA

*Actions that are routine or usually call for no discussion, such as approving minutes of previous meetings, acceptance of donations and similar actions, are often handled together in one vote by the Board*

- A. Approval of Board Meeting Minutes from January 11, 2023
- B. Approval of Special Board Meeting Minutes from January 25, 2023
- C. Notice of New Certified Hires
  1. Lisa Dailey – Elementary 2<sup>nd</sup> Grade Teacher
  2. Joshua Kimble – Elementary Roving Substitute Teacher
  3. Jennifer Janiszewski – Elementary Registered Music Teacher
- D. Notice of Certified Resignations/Terminations
- E. Carrie Oldright made a motion to approve the Consent Agenda A-D as written. Bonnie Booher seconded. Vote: Yes 4, No 0. Approved.

X. ACTION

A. Small Desk Policy Rewrite: Review Section A/B: Board Governance and Operations – 3rd Reading (*AR Regulations do not need a Board vote, for review of continuity*)

1. BDDH (2) – Public Comment at Board Meetings - Proposed
  - a. BDDH-AR – Public Comment at Board Meetings – Proposed
2. Carrie Oldright made a motion to approve Policy BDDH as presented in the packet. Jack Dailey seconded. Vote: Yes 4, No 0. Approved.

B. Small Desk Policy Rewrite: Review Section C: Administration - 2nd Reading

1. CFA – Standards of Performance for Administrators - Delete
2. Carrie Oldright made a motion to delete Policy CFA as directed by OSBA. Bonnie Booher seconded. Vote: Yes 4, No 0. Approved.

C. Small Desk Policy Rewrite: Review Section D: Fiscal Management – 1st Reading

1. DA – Fiscal Management Goals – Keep
2. DB – District Budget – Update
3. DBC – Budget Calendar – Update
4. DBD – Budget Priorities – Update
5. DBDB – Fund Balance – Proposed ---> NO
  - a. This policy is not required. SI does not recommend.
  - b. Remove from action vote.
6. DBEA – Budget Committee – Update
  - a. We will change the board member number to 5
  - b. We will change the budget committee to 10
  - c. 6 being a majority for budget committee
  - d. PULL for second reading with proposed changes.
  - e. DBEA-AR – Application for Budget Committee Membership – Delete
7. DBG – Budget Hearing – Update
8. DBH – Budget Adoption Procedures – Update
9. DBHA – Ending Fund Balance – NO Changes
  - a. SI recommending strike language suggestion from our Business Manager
  - b. PULL for second reading with proposed changes.
10. DBI – Budget Amendment – Update
11. DBJ – Budget Implementations – Update
12. DBK – Budget Transfer Authority (Version 1) – Delete
13. DBK – Budget Transfer Authority (Version 2) – Proposed
14. DC – Taxing and Borrowing Authority – Update
15. DD – Grant Funding Proposals & Applications (Version 1 NOT 2) – Proposed
16. DDB – Native American Impact Aid Funds – Proposed

17. DDC – Native American Education Program Grants – Proposed
18. DE/DEB/DEC – Revenues from Private, State & Federal Sources – Proposed
19. DFA – Investment of Funds – Update
  - a. PULL for second reading
  - b. Fill brackets and spell out acronyms the first time they appear in the document.
20. DFAA – Interest Allocation – Delete
21. DFB – Revenues from School-Owned Real Estate – Delete
22. DFD – Rental and Service Charges – Delete
23. DFE – Gate Receipts and Admissions – Update
24. DFEA – Free Admissions – Update
25. DFG – Income from Program Related Sales and Services – Update
26. DG – Depository of Funds – Update
27. DGA – Authorized Signatures – Update
28. DH – Loss Coverage – Update
29. DI – Fiscal Accounting and Reporting – Update
30. DIC – Financial Reports and Statements – Update
  - a. May vs. Will? May is the recommendation.
  - b. District’s Auditor vs. Business Manager? Business Manager is recommendation.
  - c. PULL for second reading with proposed updates.
31. DID – Property Inventories – Update
32. DIE – Audits – Update
33. DJ – District Purchasing – Update
34. DJB – Petty Cash Accounts – Update
  - a. Select annually sufficient for each school – Petty cash is part of the audit so that is a protection.
  - b. Office Manager will request additional petty cash and the Business Manager will be the approver and running monitor.
  - c. PULL for second reading with proposed updates
35. DJC – Bidding Requirements – Update
  - a. DJC-AR (1) – Exemptions from Competitive Bidding – Delete
  - b. DJC-AR (2) - Special Procurements & Exemptions from Competitive Bidding – Proposed
36. DJCA – Personal Services Contracts – Update
37. DJFA – Credit (Procurement) Cards – Update
  - a. Procurement includes gift cards, gas cards, store cards.
  - b. Trackable and easily accountable to the Business Manager
  - c. \$200 without prior approval from SI or BM – emergencies happen
  - d. PULL for second reading with proposed updates

38. DJG – Vendor Relations – Update
39. DK – Payment Procedures – Delete
40. DL – Payroll – Update
  - a. DL-AR – Payroll Agreement – Delete
41. DLB – Salary Deductions – Update
42. DLC – Travel Expense (Version 1) – Delete
  - a. DLC-AR(1): Reimbursement Rates – Delete
43. DLC – Expense Reimbursements (Version 2) – Proposed
  - a. DLC-AR(2): Staff Expense Reimbursement – Update
44. DM – Cash in District Buildings – Update
  - a. Change \$25 to \$50
  - b. Not to exceed \$1,500
  - c. Second part will be deleted.
  - d. PULL for second reading with proposed changes
45. DN – Disposal of District Property – Update
46. DO – Solicitation – Delete
47. Carrie Oldright made a motion to approve Policy DA, DB, DBC and DBD as presented in the board packet. Bonnie Booher seconded. Vote: Yes 4, No 0. Approved.
48. Carrie Oldright made a motion to approve Policy DBG and DBH as presented in the board packet. Bonnie Booher seconded Vote: Yes 4, No 0. Approved.
49. Carrie Oldright made a motion to approve Policy DBI, DBJ, DBK and DC as presented in the board packet. Jack Dailey seconded Vote: Yes 4, No 0. Approved.
50. Carrie Oldright made a motion to approve Policy DD Version 1 as presented in the board packet. Bonnie Booher seconded Vote: Yes 4, No 0. Approved.
51. Carrie Oldright made a motion to approve Policy DDB, DDC and DE/DEB/DEC as presented in the board packet. Jack Dailey seconded Vote: Yes 4, No 0. Approved.
52. Carrie Oldright made a motion to approve Policy DFAA, DFB, DFD, DFE, DFEA and DFG as presented in the board packet. Jack Dailey seconded Vote: Yes 4, No 0. Approved.
53. Carrie Oldright made a motion to approve Policy DG, DGA, DH and DI as presented in the board packet. Bonnie Booher seconded Vote: Yes 4, No 0. Approved.
54. Carrie Oldright made a motion to approve Policy DID, DIE and DJ as presented in the board packet. Bonnie Booher seconded Vote: Yes 4, No 0. Approved.
55. Carrie Oldright made a motion to approve Policy DJC and DJCA as presented in the board packet. Jack Dailey seconded Vote: Yes 4, No 0. Approved.
56. Carrie Oldright made a motion to approve Policy DJG, DK, DL, DLB and DLC as presented in the board packet. Bonnie Booher seconded Vote: Yes 4, No 0. Approved.
57. Carrie Oldright made a motion to approve Policy DLC Version 2 as presented in the board



packet. Bonnie Booher seconded Vote: Yes 4, No 0. Approved.

58. Carrie Oldright made a motion to approve Policy DN and DO as presented in the board packet. Jack Dailey seconded Vote: Yes 4, No 0. Approved.

D. Approve Esports as a Sr. High activity and eligible for OSAA

1. Carrie Oldright made a motion to approve Esports as a Sr. High activity for RCCS. Bonnie Booher seconded Vote: Yes 4, No 0. Approved.

## XI. DISCUSSION

A. Important Election Dates – Get on Board brochure

1. February 1, 2023 - OSBA School Board Election 2023 filing period opens
2. March 16, 2023 - OSBA School Board Election FILING DEADLINE
3. March 20, 2023 - OSBA School Board Election voter pamphlet submissions
4. May 16, 2023 – OSBA School Board Election, election day.

## XII. COMMUNITY COMMENTS

*Reference statement in section VI for procedure and rules to share community comments.*

## XIII. BOARD MEMBER COMMENTS

## XIV. EXECUTIVE SESSION

ORS 192.610 (2) *An executive session is any meeting or part of a meeting of a governing body closed to certain persons for deliberation of certain matters.*

ORS 192.660 (6) *The law states that “no executive session may be held for the purpose of taking any final action or making any final decision.”*

However, there are two exceptions: ORS 332.061 (1)(a) *The expulsion of a student.*

A. Review Expulsion Hearing decision.

## XV. FUTURE AGENDAS

- A. February 18 @ 9 am with Vince Adams
- B. March 8, 2023 @ 6:30 pm – Reedsport School District Monthly Board Meeting
- C. April 3<sup>rd</sup> – 6<sup>th</sup>, 2023 – Classified and Certified Employee Appreciation Week
- D. April 12, 2023 @ 6:30 pm – Reedsport School District Monthly Board Meeting

## XVI. ADJOURNMENT

Next School Board Meeting: Wednesday, March 8, 2023

Submitted by Sharmen Tipton, Reedsport School District Executive Assistant / Board Secretary

<u>CAREY D. JONES</u>	<u>4/15/23</u>	<u>Jon Zwemke</u>	<u>4-12-23</u>
Carey Jones, Board Chair	Date	Jon Zwemke, Superintendent	Date