

# Brookings-Harbor School District 17-C

“Every Student Can Succeed”

## Regular School Board Meeting Minutes September 17, 2014 6:00 pm Kalmiopsis Elementary School Library

**Call Meeting to Order:** Called to order on September 17, 2014 at 6:00 PM by Katherine Johnson.

**Attendance:**

Board Members

Alice Farmer  
Katherine Johnson  
Bruce Raleigh  
Sue Chambers (by phone)  
Sue Gold

Student Representative

Steve Kleespies

Members of the Public

Mark Chandler  
Bonnie Raleigh  
Gordon Clay  
Patrick Fulton  
Abby Farmer  
Emma Leonard  
Siena Worthey  
Fernando Lira  
Bette Moore  
Vanessa Keys  
Cassidy Chandler  
Jamie Mackem

Media Representative

Scott Graves

District Employees

Tenneal Wetherell  
Baron Guido  
Helena Chirinian  
Kathy McKee  
Dede Corpening  
Jess Beaman  
Buell Gonzales  
Chris Schofield  
Cindy Badger  
Matthew Bennett  
Bryan Winchester  
Sean O'Malley  
Krista Connelly  
Drew Carter  
Michael McQueen  
Perry Kleespies  
Kristi Kleespies  
Nicole Medrano  
Alex Merritt  
Pat Berkowitz

**Pledge of Allegiance:** The Flag Salute was recited in unison, led by Sue Gold.

**Consent Agenda:**

**Alice Farmer made a motion to approve the consent agenda, seconded by Sue Gold.**

**Discussion:** Katherine Johnson and Bruce Raleigh asked about the OPTIONS Building and the expenses that have already been billed. Kathy McKee stated that although the building is about half way done the bulk of the expenses have already occurred and it looks like the overall cost will stay within the budget.

**Motion Pass Unanimously**

**Citizens Input (agenda items):**

None

**Student Representative Report:**

**Steve Kleespies** introduced himself as the new student rep. He is currently a sophomore at the high school. October 14-18<sup>th</sup> is Homecoming week. Tuesday is the bonfire, Wednesday has Powder Puff, Thursday float décor, Friday involves an assembly, homecoming game and announcement of homecoming court, and Saturday is the homecoming dance. Link Crew went

well. Good new teachers and a positive environment at the high school. Steve Kleespies added that the new principal and vice principal are a great new addition to the high school.

**District Reports and Information:**

**Comments from the Superintendent: Tenneal Wetherell** discussed the priorities that she, as the temporary superintendent, has focused on. Tenneal Wetherell discussed where she and the district are in moving forward. The priorities included starting the year successfully; understanding current budget needs, while having a sustainable 14-15 budget; aligning the systems and procedures; and honoring the challenges and setting a positive vision for the 14-15 school year.

**Building Reports:**

Sue Chambers appreciated all the information the board received in the reports. Bruce Raleigh asked Jess about the OPTIONS building. Jess Beaman responded that the bigger chunks of the building are done. Katherine Johnson thanked Jess Beaman for overseeing the project. Sue Chambers asked about the purchase of the new locking system. Jess Beaman said that he has done a lot of rekeying, but the new locking system was much more than what was originally quoted. Bruce Raleigh asked about the SMEED Communication. It has to do with the bell system. Jess Beaman said the district will probably need to address this soon. Jess Beaman added that the phone system is being looked into as well.

Bruce Raleigh spoke of the positive feedback of the opening of the schools for the new school year. Katherine Johnson said the feedback from the students perspective is that something positive has changed. Katherine Johnson appreciated that during her observation of the math training the teachers' collaborative, supportive environment.

Buell Gonzales handed out a sheet where he did a coach comparison of paid coaches for the Far West League. The district added four paid positions this year. (jv soccer-boys and girls, golf, and cross country) All of the districts do the same thing with band and choir, by offering their actual band and choir teacher's a stipend for the extra activities they are involved in. Tenneal Wetherell added there will be a review of the athletics, so that there is a system in place, not only for the coaching staff, but also uniform and equipment replacement.

**Board Business:**

There were three items added to the board business.

**Alice Farmer made a motion to have a discussion on the volunteer policy AR, seconded by Bruce Raleigh. (item h)  
Motion Pass Unanimously**

**Sue Chambers made a motion to add discussion on the superintendent data sheet, seconded by Bruce Raleigh. (item i)  
Motion Pass Unanimously**

**Bruce Raleigh made a motion to add the reviewing of a tech analysis proposal, seconded by Katherine Johnson. (item j)  
Motion Pass Unanimously**

**Katherine Johnson made a motion to add the discussion of the BHEA contract, seconded by Sue Gold. (item k)  
Motion Pass Unanimously**

**Alice Farmer made a motion to approve the hiring of Kindergarten Teacher, Bonnie Wagstaff, seconded by Sue.**

**Discussion:** None

**Motion Pass Unanimously**

**Sue Gold made a motion to approve the hiring of Special Education Teacher, Sidney Moseley, seconded by Bruce Raleigh.**

**Discussion:** Alice Farmer asked how many sped teachers there are in the district. Baron Guido responded there are seven.

**Motion Pass Unanimously**

**Alice Farmer made a motion to approve the extra duty contract for Az Assistant Volleyball Coach, Kim O'Brien, seconded by Katherine Johnson.**

**Discussion:** None

**Motion Pass Unanimously**

**Alice Farmer made a motion to approve the extra duty contract for BHHS JV Girls Soccer, Carol Leonard, seconded by Katherine Johnson.**

**Discussion:** None

**Motion Pass Unanimously**

**Sue Gold made a motion to approve the extra duty contract for BHHS JV boys soccer coach, Jess Beaman, seconded by Alice Farmer.**

**Discussion:** Sue Chambers asked if the practice starts after Jess Beaman gets off work. Jess Beaman stated it runs thirty minutes prior to him getting there. Jess Beaman stated he is flexing his hours around that.

**Motion Pass Unanimously**

**Alice Farmer made a motion to adopt policy BDDG Minutes of Board Meetings, seconded by Bruce Raleigh.**

**Discussion:** None

**Alice Farmer made a motion to adopt policy BDDH Public Participation in Board Meetings, seconded by Katherine Johnson.**

**Discussion:** Tenneal Wetherell added that it includes superintendent and board members. (making a comment on specific persons)

**Motion Pass Unanimously**

**Alice Farmer made a motion to adopt policy JEBA Admission to Kindergarten, seconded by Katherine Johnson.**

**Discussion:** Helena Chirinian explained to Sue Gold the particulars on the process of allowing the four year olds entrance. Sue Chambers asked about the kindergarten score on the COGAT. It is not give to Kindergarteners. Krista Connelly went over the protocols being an AR- the process of how one would implement the policy. Bruce Raleigh added the policy would give the general guidelines, while the AR will give the administrators the option to modify the AR to define the tools.

**Sue Gold: Nay, Sue Chambers: Nay Bruce Raleigh: Nay, Alice Farmer: Nay Katherine Johnson: Nay**

**Motion Voted Down**

The board made changes to the policy and reread for a first reading with the following changes- the word building is struck out on number one at the top and the number 3. 1. Has been changed to:  
student performs at the 90<sup>th</sup> percentile using standardized tools.

#### **Deferred Improvement Agreement for Sidewalks**

**Tenneal Wetherell** gave the information about the sidewalk deferred improvement agreement. The school owes \$76,186, but the city would like \$38,093 over the next three years, which is half of the portion. This is for the Easy Street project. The city manager also suggested starting to plan the process for the sidewalks on Fern and Ransom. The city will watch for grants available in the future, which is what paid for most of the Easy Street Project. Katherine Johnson asked if there is anyway the rest of the project can be negotiated. Tenneal Wetherell said she understands Katherine Johnson's worry, but she did contact the attorney who agreed that it was all done properly. Alice Farmer said ultimately the sidewalk improvement is good for the students. Bruce Raleigh said if the district has a plan for the improvements, then possibly the district can go to the city and ask for help with implementing the plan.

**Alice Farmer made a motion to the three year payment plan for the Improvement of the Sidewalks, seconded by Sue Gold.**

**Motion Pass Unanimously**

**Alice Farmer made a motion to approve the surplus vehicle-1991 Blue Bird School Bus, seconded by Bruce Raleigh.**

**Discussion:** Sue Gold asked about the mileage the buses get on them. Bryan Winchester discussed the buses and the differences in their life.

**Motion Pass Unanimously**

**Alice Farmer made a motion to submit the RFP for permanent superintendent search, seconded by Bruce Raleigh.**

**Discussion:** Katherine Johnson stated she used a document that Medford had used. Katherine Johnson changed the demographic information, and then submitted to the attorney to review. The attorney (Rebecca Jacobson) made a couple of changes and sent the final RFP for review and approval.

There are five different companies the RFP will go to: Northwest Leadership and Associates, Windows to Leadership, Ray and Associates, Leadership Associates, BWP and Associates. The proposals will be due by 2:00 pm October 14<sup>th</sup>. Bruce Raleigh wondered if the date should be bumped further down the road. Katherine Johnson said she asked the same question. The recommendations are that the process starts in November. Bruce Raleigh said the scope of the screening does look to be different, as well. Tenneal Wetherell added that typically they cost between \$10,000 and \$20,000.

**Motion Pass Unanimously**

#### **Policy Formation Committee Discussion**

**Tenneal Wetherell** spoke of a policy committee being formed. There would be a subcommittee of the board as well as other staff members, and possibly a community member that review the policies, and makes sure the policies are being followed. Sue Chambers asked Tenneal Wetherell if she was aware of the policy review the board has recently gone through. Tenneal Wetherell stated she was aware of this, then added that the idea is, for example, the kindergarten policy would already be reviewed and discussed by the committee, then come to the board prepared for the first reading, saving the board time on the back and forth discussion happening at the board meetings. Bruce Raleigh stated the board spent hours going through the policies, and got stalled at about the half way point. He finds it to be a good idea. Tenneal

Wetherell stated that the group would meet every couple of months and review the new policies as well as ones that need updating. Katherine Johnson said she would like to explore the idea, but would like to make sure the board is doing it accurately. Katherine Johnson added she liked the idea of having a community member on the committee. Bruce Raleigh stated by forming committees, it will help with the work load of the board. Tenneal Wetherell will come back to the board with an outline of how it will look.

### **Board Chair Appointment**

The board decided to write the names on paper and then read aloud.

**Alice Farmer nominates Katherine Johnson** Alice Farmer stated she nominates her for the crucial components of showing leadership in the following areas: PTO 13 years, key role in earning the \$100,000 grant money from US Cellular, spearheading the 7<sup>th</sup> grade SF trip for many years, started the Rachel's Challenge Program, also acted as vice chair under Jamie Ryan. Procedural and parliamentary – natural progression as the vice chair moving to the chairman.

### **Sue Chambers nominates Bruce Raleigh**

She stated Bruce Raleigh is serving as current vice chair.

Katherine Johnson read the votes:

**Sue Chambers: Bruce Raleigh**

**Sue Gold: Bruce Raleigh**

**Alice Farmer: Katherine Johnson**

**Katherine Johnson: Katherine Johnson**

**Bruce Raleigh: Bruce Raleigh**

**Bruce Raleigh is the Board Chair.**

**There will need to be a vice chair appointment as Bruce Raleigh is now the chair.**

**Alice Farmer nominates Katherine Johnson**

**Sue Chambers Nominates Sue Gold**

Katherine Johnson read the votes:

**Sue Chambers: Sue Gold**

**Katherine Johnson: Katherine Johnson**

**Alice Farmer: Katherine Johnson**

**Bruce Raleigh: Sue Gold**

**Sue Gold: Sue Gold**

**Sue Gold is the Board Vice Chair.**

### **AR Policy for Volunteers Discussion:**

**Tenneal Wetherell** discussed that the district does not have an AR for how you process the policy for volunteers. Dede Corpening passed out two sheets- The district volunteer policy IICC, which is the current policy and the second sheet is a draft of an IICC AR. The current turnaround time for our districts volunteer background checks generally takes a week to two weeks. Tenneal Wetherell explained that there is a faster system that is down online and

generally has a turnaround time of 24 hours. The cost is \$5.50, while the district is now paying \$5.00. Tenneal Wetherell also presented a contract to be able to use the 24 hour turnaround. Tenneal Wetherell suggested that the district start fresh from this year with all the volunteers, and the new system. Tenneal Wetherell read through the AR draft. Sue Chambers asked if the check is as thorough as the one the teacher's go through, as well as the new hires. Tenneal Wetherell responded that the level is not the same. Sue Chambers asked who would be doing the interviews of the volunteers. Tenneal Wetherell stated that right now there is not a process that is being followed. She would suggest that if the district interviews the volunteers it would require more than one person to be involved. Helena Chirinian said it would be impossible to interview in the upwards of 300 volunteers who would like to go the pumpkin patch with their child. (as an example) Tenneal Wetherell stated that the policy needs to be addressed pretty quickly. Katherine Johnson agrees that there are fundamental flaws with the policy. Bruce Raleigh stated that for right now we are just changing who we are utilizing for a quicker turnaround. Bruce Raleigh stated he was glad to see that the schools are acting proactively with the background checks. Helena Chirinain would like a centralized person be the one who notifies the volunteer if they are not able to volunteer. The board stated they would like the district to start with a directive for Tenneal Wetherell to work on the volunteer policy and the AR associated along with it.

**Sue Gold made a motion to adopt the contract for the new service of the background check, seconded by Alice Farmer.**

**Discussion:** Sue Chambers thanked Tenneal Wetherell for doing the research on this and getting a system put in place. Bruce Raleigh added that the lack of the AR has been a part of the missing link to the proper procedure of the volunteer policy.

**Motion Pass Unanimously**

**Review Superintendent Data Sheet:**

**Bruce Raleigh** stated that the board is conducting a review of the amount of time that Tenneal Wetherell has spent on the BHSD17C duties. Tenneal Wetherell handed out a data sheet. In the month of August she worked 195.5 hours on BHSD 17C duties. The district originally contracted for 8 days per month. Up to this date the days amount to 25.3 in the 6 weeks that Tenneal Wetherell has been in the district. Tenneal Wetherell feels that most of the time is being spent on items due to the lack of systems. Bruce Raleigh said the number of hours has benefited the district. Bruce Raleigh also thanked SCESD and Tenneal's family for allowing her to be able to spend so much time focused on the district. Katherine Johnson stated that her concern is that while the board agreed to a dollar amount that they did not know what the time was going to look like. Katherine Johnson said the board needs to look at what is reasonable and feasible for the time that Tenneal Wetherell has not only put into the district, but has been away from the SCESD. Alice Farmer asked if Bruce Raleigh could review the information and come back to the board with some suggestions. Sue Chambers expressed extreme gratitude for her stepping in and addressing the district's systems. Baron Guido added that he could not continue the work without Tenneal's support.

**Technology Review Proposal:**

Tenneal Wetherell went over the tech review proposal from Jim Harrington. The documents that Jim would produce would be a risk report and an executive summary. He can turn this around in a pretty tight timeline. Jim would be onsite for two days, and then draft the reports. If the board approves, it would be complete by October. The proposal is \$8800 plus expenses. Sue Gold asked if this was budgeted. Bruce stated it was not, but is a part of the systems review that the district is currently conducting. Katherine Johnson said she would like the time to read through the proposal. Sue Gold asked if this was one of the priorities. Tenneal responded that the system reviews for all departments is one of her top priorities'. The board asked Tenneal

Wetherell if she would be able to get another bid. Sue Chambers said that she feels in evaluating the state of the district, technology is a big piece of it and would like to go ahead with it.

**BHSD/BHEA Agreement:**

**Katherine Johnson** wanted to publicly state the BHSD/BHEA Operating Agreement has been signed.

**Citizen Input (non agenda item):**

**Gordon Clay** discussed the school rankings of the district in comparison with the state in regards to OAKS Testing. The high school gained 44 school spots, but Azalea dropped 24 school positions. Kschool didn't qualify- (Helena stated they did not participate in the testing this year.)

Salt and Ice Challenge- spread information about the challenge- Gordon passed a handout to explain the "challenge"

October is National Bully Prevention Month- Gordon would like to hear the district is participating in training for staff what bullying looks like and teaching the students and community to be up standers, not bystanders.

Local Wellness Programs- Would like to see healthy products replace the sodas and Gatorade. Recommendations to reconnect with the community- make agenda available as soon as known, list names of persons being hired in extra duty contracts, follow up and respond to emails when received. Thank community for attending meetings and sharing thoughts.

**Comments/Communication:**

None

**Meeting adjourned into executive session at 9:30 pm in accordance with ORS 192.660(2)(b) to consider dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or agent, unless he or she requests and open meeting.**

**Meeting came out of executive session at 9:32 pm and adjourned at 9:33 pm.**