

Brookings-Harbor School District 17-C

"Every Student Can Succeed"

Special School Board Meeting Minutes

Kalmiopsis Library

December 17, 2014 4:30 PM

Meeting called to order at 4:30 pm by Bruce Raleigh.

In Attendance: Bruce Raleigh, Katherine Johnson, Sue Gold, Alice Farmer, Sue Chambers, Dr. Bush, Gordon Clay, Dede Corpening

Superintendent Evaluation Tool Discussion: Evaluate in two timeframes- possibly February/March as a midyear checkpoint, then finalizing in May. Katherine Johnson said she would like to see the budget and the goals are in line with each other. Dr. Lee Bush reminded the board that there have to be goals. Sometime in January there will be a retreat format for the board to discuss the board goals. Dr. Lee Bush also stated that in a well rounded evaluation there is a checklist meeting the goals as well as general checklist based on the job description. Bruce Raleigh said his thoughts would be to utilize the CBG-AR for the evaluation. Sue Gold would like there to be more specific items to evaluate on. The board agreed to use the evaluation CBG-AR and pair up with the CBG policy.

Dr. Lee Bush went through a list of goals he would like to accomplish with his time here as interim superintendent.

1. Board works together in a positive way.
2. Superintendent supports principals and directors in endeavor for academic excellence.
3. Model communication and response.
4. Follow through with audit recommendations.
5. Policy committee- policies brought up to date and current.
6. Campus Security plan.
7. Upgrade telephone systems/instant message system in place/website/app.
8. Celebrate successes.
9. Music and arts brought back to the elementary school.

January meeting for board goals set for the 5th of January from 12:00 to 3:00 pm.
(will look into the college for use)

Meeting adjourned at 5: 40 pm for a break prior to the regular board meeting.

**Regular School Board Meeting Minutes
Kalmiopsis School Library
December 17, 2014 6:00 pm**

Bruce Raleigh called the meeting to order at 6:05 pm.

Attendance:	<u>Board Members</u> Alice Farmer Katherine Johnson Bruce Raleigh Sue Chambers Sue Gold	<u>District Employees</u> Dr. Lee Bush Lisa Dion Alex Merritt Kathy McKee Dede Corpening Jess Beaman Buell Gonzales Chris Schofield Cindy Badger Sean O'Malley Drew Carter Michelle Prudden Lisa Dion Nikki Darger Terry Poponi Chaulene Worthey Greg Goode Baron Guido Emilie Aliamus
	<u>Student Representative</u> Steve Kleespies	
	<u>Members of the Public</u> Mona Chandler Cindie Beaman Gordon Clay Bonnie Raleigh Scott Darger Connie Bay Lorie Botnen Dave Botnen Lauren Guido Mickey Youngblood Robert Johnson Clyde Burke Michelle Carillo Courtney Bay Skip Watwood Sienna Worthey	
	<u>Media Representative</u> Jayati Ramakrishnan	

Pledge of Allegiance: The Flag Salute was recited in unison, led by Katherine Johnson.

Spotlight: Greg Goode and the Sea Breeze choir presented music for the board and the public.

Bruce Raleigh let the board know there was an item that needed to be added to the agenda regarding a new resolution for the sale of the Upper Chetco Property. He stated it is written differently as the previous one was rejected by the title company. It will be item a1. Sue Gold made a motion to approve adding the item, seconded by Alice Farmer.

Discussion: None

Motion Pass Unanimously

Bruce Raleigh stated he received an email request from Katherine Johnson the previous evening to add four agenda items, with a revised request this morning. Bruce Raleigh stated one of the items was not appropriate to add as discussion item according to a recommendation from OSBA. In regards to the rest of the items, as well as the long agenda for the evening and believing them to not be time sensitive he would like to wait to put on the agenda.

Katherine Johnson responded that the district's policy allows the board to add items to the agenda. She said the board can choose to discuss or not. Katherine Johnson went through the items- Celebrate Success, Policy BCB (first reading), and a discussion regarding the December 5th board meeting.

Sue Chambers suggested tabling the items. Katherine Johnson stated it would require a vote.

**Katherine Johnson made a motion to add to the agenda the policy BCB. No second.
Motion Failed**

**Katherine Johnson made a motion to discuss the December 5th board meeting. Bruce Raleigh stated OSBA advised not to discuss that in an open session at this time.
Motion Failed**

Katherine Johnson made a motion to have a discussion on adding a new agenda item "Celebrate Success" prior to the Spotlight starting in the January meeting, seconded by Alice Farmer.

Discussion: Sue Chambers stated she would rather do when there is less on the agenda.

Sue Chambers: Nay Alice Farmer: Aye Sue Gold: Nay Bruce Raleigh: Aye Katherine Johnson: Aye

Motion Pass

Will add as item I.

Sue Chambers made a motion to approve the consent agenda items, seconded by Sue Gold.

Discussion: None

Motion Pass Unanimously

Spotlight: The Garden Project- Michelle Prudden, Margie Hauser, and Michelle Carillo Michelle Prudden discussed the garden that currently exists and all the opportunities the students have been exposed to with utilizing the garden. She said the group is ready to go further. The current Little Bear Patch garden serves all three schools. Michelle Carrillo talked about the programs the 4H Grant can help. The group proposed the Bridge Project which would be placed between the Gibney Center and the High School Cafeteria. The produce grown can be used in the school cafeterias. There are upgrades in the works for the Little Bear Patch, prior to breaking ground on the Bridge Project. The group is seeking the board's okay to seek funding for the project. Michelle Prudden said the garden would be available to other classes such as science and robotics. The board agreed it is a wonderful idea.

Citizens Input (pertaining to agenda items only)

Bruce Raleigh gave the general guidelines of public input. The district programs are available for discussion, but refrain from identifying individual names. If it appears to be a complaint on an individual the citizen input will be stopped and the individual can have a discussion with the board chair after the meeting regarding the proper procedure to follow for complaints.

Cindi Beaman: Proposed policy change regarding administrators and coaching. Cindi is concerned that the policy may be about individual people. She questioned what the logic is behind the change. Cindi Beaman stated that extracurricular activities are an important part of a student's life. She asked the board not to engage in reactionary decisions.

Courtney Bay: BHHS Basketball Coaches. Courtney Bay read a letter to the editor she had written. Bruce Raleigh stopped Courtney Bay and said it is not related to an agenda item, but she can talk during the appropriate non agenda time, which is later in the meeting.

Scott Darger: Extra duty contracts and coaching. Scott Darger asked what the reason the board is looking into for the change. He asked how many would be affected. He is concerned about keeping qualified people here. He feels the board should not be involved in the hiring process. He does not feel there is a clear need for the change.

Perry Kleespies: Extra duty contracts and coaching. Perry Kleespies encouraged the board to make a long lasting policy that is going to be good for the kids and the district. He added that if this change does occur, possibly grandfathering in the current coaches that fall under this so it does not appear to be a punishment.

Lori Boten: Extra duty contracts and coaching. Lori Botnen would like the board to relook at the policy. Lori Botnen stated there are capable people that can step in if the coaches are out of town. She is unsure of what is driving this policy change. She does know that the coaches have a great interaction with the kids.

Dave Botnen: Extra duty contracts and coaching. He has concerns about the board doing a blanket change. He is concerned about the board hiring outsiders to come into the schools.

Skip Watwood: Extra duty contracts and coaching. Skip Watwood stated he felt the board appeared to rather disrupt the primary function by having students miss their regular teachers in the classroom by allowing them to coach over department heads and administrators.

Student Representative Report:

Steve Kleespies reported on high school events. The winter concert went well. Sea Breeze sang at O'Hollerons, Voodoo Lounge, and Panchos. They raised \$1503.00. The high school adopted 11 families for gift giving. The high school has received 200 pounds of canned foods and the middle school has over 600. The leadership classes from the high school and middle school colored cards for the Seaview residence. The elementary has collected 4313 cans. It all stays locally.

District Reports and Information

Comments from the Superintendent: Dr. Bush thanked the individuals that spoke during the public comment section. He added the difficulty of the topics and the emotional issues that have affected all in the district in the last few years. Dr. Bush stated he is trying to be a good listener. He added that there is a lot of work that needs to be done in the district. Dr. Bush said the teachers have been doing a lot of amazing things. He spoke of a classroom visit he had with Kelly Margolis and her students making reindeer food. He also was able to sing with Dan Rotterman's class at Seaview, Macklin House, and Good Sam. The school calendar is in the works for next year. Dr. Bush spoke of all the audits that the board has asked for. This is for an outside expert view of how things are going in this district. There are currently audits being conducted in proficiency and grading, HR, food service, athletic, and tech. Some of the reviews and recommendations have already come back. He said sometimes this is a difficult thing as there are some things the district has not done properly. Dr. Bush is excited about getting systems and procedures in place based upon the recommendations. Dr. Bush then introduced Emilie Aliamus as his newly appointed Title IX coordinator.

Emilie Aliamus introduced herself and let the board and the public know of the training she will be attending in January at which time she will be certified as a Title IX coordinator.

Building Reports:

Sue Chambers stated she appreciates the building and director reports. She congratulated the food service department for the rewards they received. Katherine Johnson is happy to see the diversity of OPTIONS, and its different offerings it allows for students. Katherine Johnson also commented on the transportation report and the twelve academic trips it took this past month. It is another reminder of the good things going on in the district.

Board Business:

Budget Committee Appointments

Bruce Raleigh stated there are currently two positions open and there are three applicants. Each applicant was given a few minutes to introduce themselves to the board.

Lauren Guido introduced herself and gave a brief background. She has previously served on a budget committee for the Astoria School District.

Clyde Burke introduced himself and gave a brief background. He is currently a member of the Port of Brookings budget committee.

Mickey Youngblood had to leave the meeting for another engagement.

First Open Position

Katherine Johnson nominates Lauren Guido.

Sue Gold nominates Clyde Burke.

Bruce Raleigh asks each board member for their selection.

Sue Chambers: Clyde Burke

Alice Farmer: Clyde Burke

Katherine Johnson: Lauren Guido

Sue Gold: Clyde Burke

Bruce Raleigh: Clyde Burke

Clyde Burke fills the first open position.

Second Open Position

Sue Chambers nominates Lauren Guido.

There were no other nominations.

Lauren Guido fills the second open position.

Resolution 2014/2015 version 3

Bruce Raleigh read aloud the resolution regarding the Upper Chetco property.

Alice Farmer made a motion to pass the resolution, seconded by Sue Gold.

Discussion: Bruce Raleigh gave a little background of the title issue holding up the closure of the sale. Sue Chambers stated that this will allow the monies to come in for the sale. Katherine Johnson added the good timing as the OPTIONS building is nearing completion.

Motion Pass Unanimously

Personnel Items

Approve Extra Duty Contract BHHS Knowledge Bowl: Jeff Zaniewski

Alice Farmer made a motion to approve the BHHS Knowledge Bowl Extra Duty Contract for Jeff Zaniewski, seconded by Sue Gold.

Motion Pass Unanimously

Accept Resignation Letter: BHHS Social Studies Teacher: Ted Burdett

Alice Farmer made a motion to accept the resignation letter from BHHS Social Studies Teacher Ted Burdett, seconded by Sue Gold.

Discussion: Katherine Johnson stated she is grateful for the next agenda item so that we don't lose Ted Burdett.

Motion Pass Unanimously

Approve Temporary Contract: BHHS Social Studies Teacher: Ted Burdett

Alice Farmer made a motion to approve the temporary contract for BHHS Social Studies Teacher Ted Burdett, seconded by Katherine Johnson.

Discussion: None

Motion Pass Unanimously

Board Policies (first reading)

JEBA Admission to Kindergarten

Sue Chambers asked about immunizations. By law, there may be exceptions, but the law is noted in the policy.

IICA Field Trips and Special Excursions

Dr. Bush spoke of the change of out of state overnight travel requiring board approval being over 200 miles. He feels being so close to California; the policy does not make sense to him. All of the board agreed that it makes sense for the change given the geographical location.

GCQD/GDQD Extra-Duty Contracts

Dr. Bush gave an explanation that this policy has been one of the items that he has learned, since his arrival that has been adhered to and not adhered to. It will be up to the board to make the decision and is a good discussion. Sue Gold stated that maybe the athletic audit should be looked at before making the decision. Katherine Johnson stated she is adamantly against it. She likes the students to be with individuals they are comfortable with. She asked if the board is violating the contract because it is part of the union. She feels adequate evaluations will speak for themselves. Sue Chambers said the board governs through its policies. She added that it is not about any individual. She said it is about the board trying to clean up its policies. Sue Chambers Exceptions almost negate the policy. She agrees they should wait for the audit. Sue Chambers said that the board has wrestled with administrators coaching since she can remember. Alice Farmer stated that this came up in the past when the district only had a principal in the building, but now there are other admin in the building that can take on the responsibilities. Alice Farmer agrees the district should wait for the athletic review. She is hesitant to make any decisions as this change will currently affect 90 students in successful programs. Bruce Raleigh stated it is very difficult to visit this topic. He read the current policy aloud. His concern is the regular duty and responsibility being neglected due to coaching. Alice Farmer stated that everyone should be able to do their jobs and that is what an evaluation is for. She said it should not be a blanket statement. Katherine Johnson said that what is different now is the current board is on track of putting procedures in place. She would like to see the process work, before making decisions. Dr. Bush reread the policy. He stated a good job description for all employees is in the works. He added that some of the directors have not had evaluations. He said that all employees will get a fair evaluation this year. The superintendent will evaluate the directors. The athletic director will evaluate the coaches. Alice Farmer stated the job descriptions need to be clear and fair

evaluations need to be conducted. If these items were properly done, then the policy would not need to be changed. The policy will be put on hold for a future discussion.

Board Policy (second reading)

CCA Organizational Chart

Dr. Bush explained the changes of chart and titles. Katherine Johnson asked where the speech pathologists fell. Dr. Bush stated they fell in with the district special programs. Katherine Johnson also requested that Baron Guido is provided with training and support with the additional items he is taking on.

Sue Chambers made a motion to approve the policy CCA Organizational Chart, seconded by Sue Gold.

Motion Pass Unanimously

Citizens Input (non agenda items) Due to the length of the meeting the board unanimously voted to allow the citizen input to be moved up on the agenda.

Sienna Worthey (speaking on behalf of Courtney Bay) read a letter in support of the girls' basketball program and their coaches.

Gordon Clay: Grants. Gordon Clay would like to see the board use the information from the Oregon Healthy Teen Survey to access available grants. He would like to see the district pursue in getting a grant writer. Gordon Clay encouraged the board to follow the policy of not allowing public comment on individuals to be upheld with all those making a comment. He also requested an update on the conciliation process. He passed out his million dollar bills.

Dave Botnen: No longer present

Out of State Travel Request BHHS Boys Varsity trip to Eureka High School

Buell Gonzales gave a description of the trip.

Katherine Johnson made a motion to approve the out of state travel for the BHHS Varsity Boys Basketball to Eureka, seconded by Alice Farmer.

Discussion: Sue Gold said looking at the new policy this would not even be brought to the board.

Motion Pass Unanimously

Resolution 2014-2015 02 Adopting the Budget

Kathy McKee said when the state reviewed the document, there were numbers reported in the wrong location, so they were moved to the proper spot. The resolution needs to be adopted with the changes.

Sue Gold made a motion to approve the resolution 2014-2014 02, seconded by Sue Chambers.

Discussion: None

Motion Pass Unanimously

Permanent Superintendent Search: Declare Vacancy/Adopt Calendar (Greg McKenzie by phone)

Greg McKenzie went through the proposed calendar and the key dates. Mike Taylor will be coming to the district in January to conduct meetings with the stakeholders and focus groups. There will also be a survey available online for those unable to attend a meeting. He will then

attend the January 21st board meeting with the results. The board will need to adopt the calendar. The board will then need to declare the position vacant. Katherine Johnson asked about the online survey and who it is targeting. Greg McKenzie stated it is an opportunity for persons who cannot attend one of the meetings to have input. It is the same set of questions that will be given to the focus groups. The common themes are what will be looked at and brought to the board. Katherine Johnsons asked that the information about the online survey be publicized so that the community is well aware of it. She also asked if it made sense to have the information brought to the board in a work session prior to the regular board meeting as it seems it will be a lot of information. Greg McKenzie assured the board that the information will get out to as many people as possible. He said on the 21st it will take about 45 minutes to an hour. He plans to get information to the board in advance so that they may review it prior to the meeting. Bruce Raleigh said that the board will probably put them in on a 4:30 or 5:00 special meeting work session prior to the regular meeting. Katherine Johnson requested slight changes and dates on the superintendent search calendar. Katherine Johnson would like to shorten the application period to allow an extra day for screening. She would like to have an extra day for screening. Katherine Johnson would like an extra week for the site visit and reference check period. Greg McKenzie said to move some dates around would take a lot more work than to just change the dates. Katherine Johnson would like a more in depth time with the meet and greet phase of the search. Greg McKenzie said at this time the date is so far out, the adjustments can be made along the way. Katherine Johnson said she does not have a problem with adopting the calendar the way it is, she just wants to make sure the board does not cut itself short. Greg McKenzie reiterated that the dates are flexible. Sue Chambers asked if the search was going to be expanded. Greg McKenzie said it was, and he would go into more detail at the January board meeting. The application period will be closed on the 27th, allowing the screening process to start on the 3rd. **Katherine Johnson made a motion to adopt the proposed calendar, with the slight change of closing the application period on the 27th and starting the screening process on March 3rd, seconded by Alice Farmer.**

Discussion: None

Motion Pass Unanimously

Katherine Johnson declared the superintendent position will be vacant as of July 1, 2015, seconded by Alice Farmer.

Discussion: None

Motion Pass Unanimously

Tech Review Discussion

Dr. Lee Bush let the board know the next step of the review is to have a phone conference with Jim Harrington and Chris Schofield. From there, the district will draft a plan to get to the district where it needs to go. The board will be informed along the way. Dr. Bush said the IT has become a critical component of school districts.

Celebrate Success

Katherine Johnson asked that the board consider adding an agenda item prior to the Spotlight portion of its regular board meeting called Celebrate Success. She would like the district to be able to recognize its successes and accomplishments that are going on in the classroom and

different programs the schools have. Bruce Raleigh said that board has been missing that piece in the district and would like to add it as well.

Sue Gold made a motion to adopt Celebrate Success, seconded by Katherine Johnson.

Motion Pass Unanimously

Comments/Communication

Dr. Bush thanked the board for the successful meeting this evening. Katherine Johnson requested to add: Promise of Oregon, the December 5th meeting discussion, and policy BCB to the January meeting. Bruce Raleigh let the board members know that the further in advance for the agenda items requests, the better. If the items can be submitted prior to the agenda setting meeting which is the Tuesday a week prior to the regular board meeting it would be best.

The board adjourned to Executive Session in accordance with ORS 192.660(2)(h) To consult with counsel concerning legal rights and duties of a public body with regard to litigation or litigation likely to be filed at 9:08 pm.

Meeting Adjourned at 9:17 pm.