



Alsea School District 7J  
301 South 3<sup>rd</sup> Street  
Alsea, OR 97324  
541.487.4305  
[www.alsea.k12.or.us](http://www.alsea.k12.or.us)

**Regular School Board Meeting**  
**Wednesday, June 13, 2017**  
**7:00 P.M.**

### MINUTES

**1. Call to Order, Flag Salute at 1900**

**2. Roll Call**

**Board: Aaron Schneider, Jeff Davis, Ron Koetz, Doug Westlind**

**Board members absent: Linda Montanez [prearranged]**

**Staff: Shirley Koetz, Katie Sapp, Marc Thielman, Jackie Hendrix, Keenan Elbers**

**Students: NONE**

**Patrons: NONE**

**3. Approval of Agenda**

**Doug Westlind motioned to approve the agenda with the policy update added. Ron Koetz seconded. All in favor. Motion passed unanimously.**

**4. Approval of Minutes – May 10, 2017**

**Jeff Davis motioned to approve the minutes as presented. Ron Koetz Seconded. All in favor. Motion passed unanimously.**

**5. Patron Comments – None**

**6. Superintendent's Report – Marc Thielman**

- A. Lots of end of the year activities going on. Kids are having fun and celebrating all they have learned this year.
- B. Mailing went out last week for charter school and we are getting good interest. Right now we are seeing about two elementary students for every one high school interested so far.
- C. Marc Thielman would like to grow our elementary incentives program for next year. He feels like this will probably need a stipend to go with the extra duty associated with organizing and spearheading program. He is thinking it will be about 80 hours of extra work.
- D. College readiness program options – Marc Thielman proposes that we work with LBCC to offer college options to our high school. We have the ability to offer courses at the Alsea School, online and at the LBCC campuses however it best suits student needs. We will start with having all high school students take the Acuplacer test each year [college readiness] to show where they are academically and growth from the previous year.
- E. Legislature still in session at the capital and things are still changing.

**7. Information Items**

**8. Athletic Report – Tiffany Schreiber [Provided before the meeting]**

- A. New Hires: NONE
- B. Resignations: NONE
- C. OPENINGS: MS Assistant Volleyball Coach
- D. Natalie Olsen and Christopher DeWolfe are playing in all-star games this summer. Natalie for basketball and Christopher for football.
- E. Off and running with plans for fall sports.

**9. Discussion Items**

- A. Cash Flow/ Financial Reports

- B. Charter School Enrollment guidelines – same as last month.
- C. Proposed Budget – no questions.
- D. School Secretary Job description – The board feels this position description looks good.
- E. Athletic Director Job description – good discussion around the duties of the athletic director.  
Linda Montanez called earlier and suggested we add “referees and other school athletic directors” to #2 under QUALIFICATIONS. Aaron Schneider suggested that we add an item d. under JOB FUNCTIONS AND RESPONSIBILITIES, 1. SUPERVISION that states “Attend all home games, all football games and at least 50% of the away games. If they are unavailable they are responsible for scheduling a designee. They are also open to having any school employee apply for the position and removing the qualification that the Athletic Director can’t coach.
- F. Superintendent Contract Extension – Marc Thielman stated that this is the time of the year that his contract extension. Aaron Schneider pointed out that the community would like to see Marc Thielman at the school more often. The board recognizes that he has responsibilities outside the school, but he needs to work harder on letting staff know his whereabouts. Shirley Koetz suggested the he lets the school secretary know where he will be each day to be included in the daily bulletin.
- G. Student summer work – the board liked the proposal. Carmen Martin added that there is some work that needs to be done on the playground this summer that could be included in this work. Katie Sapp suggested that we add it to the Ceiling project for an additional \$500. This work will include pressure washing the play structure, spreading pea gravel, and tightening bolts.
- H. Policy Updates – Second Reading – See notes in policy update book for individual policies.
  - i. CBG - Evaluation of the Superintendent (Required) – No bracketed language. Good as is. April 2017 packet.
  - ii. EFA - Local Wellness Program (Required) – See chosen bracketed language.
  - iii. EFA-AR - Local Wellness Program (Optional) – Do not adopt.
  - iv. EFAA-AR - Reimbursable Meals and Milk Programs (Required) – See bracketed language. Find out when Rosie sends bills and add to pg 6-7.
  - v. GBH/JECAC - Staff/Student/Parent Relations\*\* (Optional) – Delete old one, adopt new one.
  - vi. GBMA - Whistleblower (Required) – See chosen bracketed language. Make sure to send this policy to all staff members / upload to safeschools.
  - vii. FMLA/OFLA forms:
  - viii. GCBDA/GDBDA - Family Medical Leave (Required) – see bracketed language.
  - ix. GCBDA/GDBDA-AR(1) - Federal Family and Medical Leave/State Family Medical Leave - (Conditionally Required) – see bracketed language. Adopt
  - x. GCBDA/GDBDA-AR(2) - Request for Family and Medical Leave (Conditionally Required) - Adopt
  - xi. GCBDA/GDBDA-AR(3)(A) - Certification of Health Care Provider (Employee) (Conditionally Required) - Adopt
  - xii. GCBDA/GDBDA-AR(3)(B) - Certification of Health Care Provider (Family Member) (Conditionally Required) - Adopt
  - xiii. GCBDA/GDBDA-AR(3)(C) - Military Family Leave (Conditionally Required) - Adopt
  - xiv. GCBDA/GDBDA-AR(3)(D) - Military Family Leave (Conditionally Required) - Adopt

- xv. GCBDA/GDBDA-AR(4) - FMLA/OFLA Eligibility Notice to Employee (Conditionally Required) - Adopt
- xvi. GCBDA/GDBDA-AR(5) - Sample Designation Letter to Employee - FMLA/OFLA Leave (Conditionally Required) - Adopt
- xvii. GCBDA/GDBDA-AR(6) - Designation Notice - FMLA/OFLA (Conditionally Required) - Adopt
- xviii. GCBDA/GDBDA-AR(7) - Fitness-for-Duty Certification (Conditionally Required) - Adopt
- xix. EFAA - Nutrition and Food Services (Required) - Adopt
- xx. EFAE - Child Nutrition - Hearings Procedure and Appeal Process (Delete)
- xxi. EFAE-AR - Child Nutrition - Hearings Procedure and Appeal Process (Delete)
- xxii. EFAH - Child Nutrition - Collection Procedures and Accountability System (Delete)
- xxiii. EFAJ - Child Nutrition - Meals Served Visiting Students (Delete)
- xxiv. EFAL - Child Nutrition - Second Meals (Delete)
- xxv. GCL - Staff Development - Licensed (Required) (Version 1) – Not this one
- xxvi. GCL - Staff Development - Licensed (Delete) (Version 2) - delete
- xxvii. GCL/GDL - Staff Development (Required) (Version 3; now version 2) – adopt with bracketed language.
- xxviii. GCL-AR - Licensed (Optional) – Do not adopt
- xxix. IKI - Academic Integrity (Optional) - Adopt
- xxx. ING - Animals in District Facilities (Optional) – adopt with bracketed language
- xxxi. ING-AR - Animals in District Facilities (Optional) – do not adopt
- xxxii. JEC - Admissions\*\* (Versions 1, 2 or 3) (Optional) – Adopt version 1.
- xxxiii. JECBD - Homeless Students\*\* (Required) - Adopt
- xxxiv. JECBD-AR - Homeless Students (Required) - Adopt
- xxxv. JHCCF - Pediculosis (Head Lice) (Version 1 – Does not allow presence of live lice or nits for attendance) (Optional) – Not this version.
- xxxvi. JHCCF-AR - Pediculosis (Head Lice) (Version 1 – Does not allow presence of live lice or nits for attendance) (Optional) – Not this version
- xxxvii. JHCCF - Pediculosis (Head Lice) (Version 2 – Allows presence of nits and may limit attendance with live lice) (Optional) – Adopt with bracketed language
- xxxviii. JHCCF-AR - Pediculosis (Head Lice) (Version 2 – Allows presence of nits and may limit attendance with live lice) (Optional) – Adopt this one
- xxxix. BBAA - Individual Board Member's Authority and Responsibilities (Optional) – Adopt with bracketed language
  - xl. BBC - Board Member Resignation (Optional) – Adopt with bracketed language
  - xli. BD/BDA - Board Meetings (Optional) – Adopt with bracketed language. Add language from 3-4 to signature line from board email accounts.
  - xl.ii. BDC - Executive Sessions (Optional) - Adopt
  - xl.iii. BDC-AR - Executive Sessions – News Media (DELETE)
  - xl. iv. BFC - Adoption and Revision of Policies (Version 1 or 2) (Highly Recommended) – Adopt with bracketed language.
  - xl. v. ECACB - Unmanned Aircraft System (UAS) a.k.a. Drone (Conditionally Required) - Adopt
  - xl. vi. JBB - Educational Equity (Optional) – Adopt with bracketed language

- xlvi. JHCA/JHCB - Immunization, Physical Examination, Vision Screening/Eye Examination and Dental Screening (Optional) - Adopt
- xlvi. JHCB - Immunization, Vision Screening/Eye Examination and Dental Screening (Optional) - Adopt
- xlix. KGB - Public Conduct on District Property (Versions 1 or 2) (Optional) – Adopt version 1 with bracketed language
  - I. DJC-AR - Special Procurements and Exemptions to Competitive Bidding (Highly Recommended) – Adopt with changes
  - li. ECAC-A - Radio Frequency Information Device (Conditionally Required - New) – Do not adopt.
  - lii. GBM - Staff Complaints (Required) – Adopt with bracketed language
  - liii. GCBDC/GDBDC-AR - Employee Request for Domestic Violence, Harassment, Sexual Assault or Stalking Leave (Optional - New) – No not adopt
  - liv. GCDA/GDDA - Criminal Records Checks/Fingerprinting (Version 1; Required) – Adopt version 1 with bracketed language.
  - lv. GCDA/GDDA-AR - Criminal Records Checks/Fingerprinting (Required) – adopt with bracketed language.
  - lvi. IGAI - Human Sexuality, AIDS/HIV, Sexually Transmitted Diseases, Health Education (Highly Recommended) - Adopt
  - lvii. IGBBA - Identification – Talented and Gifted\*\* (Required) – Adopt with bracketed language
  - lviii. IGBBA-AR - Appeal Procedure for Talented and Gifted Student Identification and Placement (Required - See Summary) – Adopt with bracketed language
  - lix. IGBBB - Identification – Talented and Gifted Students among Nontypical Populations\*\* (DELETE) - Delete
  - lx. IGCA - Post-Graduate Scholar Program (Conditionally Required - New) – adopt with bracketed language.
  - lxi. IGDF - Student Fund-Raising Activities (Version 1 or 2; Highly Recommended) – ADOPT.
  - lxii. IGDF - District Fund Raising (Version 3; Highly Recommended)
  - lxiii. IGDF-AR - Student Fund-Raising Activities and Verification (Highly Recommended) – DO NOT ADOPT
  - lxiv. IKF - Graduation Requirements (Versions 1 and 2; Required) – ADOPT VERSION 1 WITH BRACKETED LANGUAGE
  - lxv. JED - Student Absences and Excuses\*\* (Required) ADOPT VERSION 1
  - lxvi. JFC - Student Conduct\*\* (Required; Version 1 or 2) – ADOPT VERSION 1 WITH BRACKETED LANGUAGE
  - lxvii. JG - Student Discipline\*\* (Required) – ADOPT WITH BRACKET LANGUAGE
  - lxviii. JHCDA - Prescription Medications\*\*/\* (Required) - ADOPT
  - lxix. JHCD/JHCDA-AR - Prescription/Nonprescription Medication\*\*/\* (Required) – ADOPT WITH BRACKETED LANGAUGE
  - lxx. EBCB - Emergency Drills and Instruction (Highly Recommended) – ADOPT WITH BRACKETED LANGUAGE
  - lxxi. EBC/EBCA - Emergency Procedures and Disaster Plans (Optional) – ADOPT WITH EDITS

- lxxii. JFCF - Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence – Student\*\* (Version 1) (Required) OR – ADOPT WITH BRACKETED LANGUAGE
- lxxiii. JFCF - [Hazing/]Harassment/ Intimidation/[Menacing/]Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence – Student \*\* (Version 2) (Required)
- lxxiv. KL - Public Complaints (Versions 1, 2, 3 or 4) (Highly Recommended) – ADOPT VERSION 1 WITH BRACKETED LANGUAGE
- lxxv. KL-AR - Public Complaint Procedures (Highly Recommended) – ADOPT WITH BRACKETED LANGUAGE
- lxxvi. LBE-AR - Public Charter Schools (Highly Recommended) – TABLE TO FUTURE DATE
- lxxvii. JOC – Legal Names of Students - Adopt

## 10. Action Items

### A. Payment of Bills – May/ June

**Doug Westlind motioned to approve payment of May/ June bills. Ron Koetz seconded. All in favor. Motion passed unanimously.**

### B. Charter School Enrollment Guidelines

**Jeff Davis motioned to approve the Charter School enrollment guidelines as presented with edits noted. Doug Westlind seconded. All in favor. Motion passed unanimously.**

### C. Resolution #1617-02: Adopting the Budget, Making Appropriations, Imposing the Tax, Categorizing the Tax

**Doug Westlind motioned to approve Resolution 1617-02 Adopting the Budget, Making Appropriations, Imposing the Tax, Categorizing the Tax as presented. Ron Koetz seconded. All in favor. Motion passed unanimously.**

### D. Superintendent Contract Extension

**Ron Koetz motioned to approve the Superintendent Contract Extension for another year through 2019-20. Jeff Davis seconded. All in favor. Motion passed unanimously.**

### E. Student Summer Work

**Aaron Schneider and Ron Koetz declared a potential conflict interest.**

**Doug Westlind motioned to approve the use of student groups for summer projects as presented. Jeff Davis seconded. All in favor. Motion passed unanimously.**

### F. Policy Update

- i. CBG - Evaluation of the Superintendent (Required) – No bracketed language. Good as is. April 2017 packet.
- ii. EFA - Local Wellness Program (Required) – See chosen bracketed language.
- iii. EFA-AR - Local Wellness Program (Optional) – Do not adopt.
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    - lxi. IGDF - Student Fund-Raising Activities (Version 1 or 2; Highly Recommended) – ADOPT.
    - lxii. IGDF - District Fund Raising (Version 3; Highly Recommended)
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- lxiv. IKF - Graduation Requirements (Versions 1 and 2; Required) – ADOPT VERSION 1 WITH BRACKETED LANGUAGE
- lxv. JED - Student Absences and Excuses\*\* (Required) ADOPT VERSION 1
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- lxviii. JHCDA - Prescription Medications\*\*/\* (Required) - ADOPT
- lix. JHCD/JHCDA-AR - Prescription/Nonprescription Medication\*\*/\* (Required) – ADOPT WITH BRACKETED LANGUAGE
- lxx. EBCB - Emergency Drills and Instruction (Highly Recommended) – ADOPT WITH BRACKETED LANGUAGE
- lxxi. EBC/EBCA - Emergency Procedures and Disaster Plans (Optional) – ADOPT WITH EDITS
- lxxii. JFCF - Harassment/Intimidation/Bullying/Cyberbullying/Teen Dating Violence/Domestic Violence – Student\*\* (Version 1) (Required) OR – ADOPT WITH BRACKETED LANGUAGE
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- lxxvi. LBE-AR - Public Charter Schools (Highly Recommended) – TABLE TO FUTURE DATE
- lxxvii. JOC – Legal Names of Students - Adopt

**Doug Westlind motioned to adopt the listed policies i. – lxxvii. as presented excluding lxxvi. Jeff Davis seconded. All in favor. Motion passed unanimously.**

G. Job Description Approval

- i. Athletic Director
- ii. School Secretary

**Doug Westlind motioned to approve the job descriptions as presented with edits noted. Jeff Davis seconded. All in favor. Motion passed unanimously.**

**11. Other Business – Aaron Schneider declared that he may not be able to make another board meeting until October due to work.**

**12. Executive Session to consider records exempt by law from public inspection. (ORS 192.660(2)(f)). Entered Executive Session at 2257. Resumed Regular session at 2302.**

**13. Next Meeting Date: July 12, 2017 – Regular Board Meeting**

**14. Adjournment at 2302**

As recorded by,  
Katie Sapp

Board Chair:

  
Aaron Schneider

Clerk:

  
Marc Thielman