



**MINUTES**

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

**2. Approval of Agenda**

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

**3. Roll Call / Swearing in of Board Members**

**Aaron Schneider was sworn in as members on the Alsea School District 7J Board of Directors**

**Board: Aaron Schneider, Jeff Davis, Ron Koetz, Linda Montznez**

**Board members absent: NONE**

**Staff: Katie Sapp, Marc Thielman, Keenan Elbers, Shirley Koetz, Rozeanne Steckler, Megan Hussey, Anna DuBord**

**Students: NONE**

**Patrons: NONE**

**4. Election of Officers**

**Jeff Davis nominated Aaron Schneider for election as Board Chair, Linda Montanez seconded, motion unanimously approved.**

**Ron Koetz nominated Ron Koetz as Vice Chair, Jeff Davis seconded, motion unanimously approved.**

**5. Approval of Minutes – June 13, 2017**

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

**6. Patron Comments –**

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

- A. Keenan Elbers, the custodians, Shirley Koetz and Katie Sapp have been working really hard and getting a lot done.
- B. Marc Thielman noted that we will be very full next year with all the new kids we have coming in. We want to work forward with getting the playshed upgraded. The first priority will be to raise and level the floor.
- C. Teachers want to start negotiations on July 24<sup>th</sup>.

**8. Information Items**

- A. Legislative session ended with an education \$8.2 billion for education spending.

**9. Athletic Report – Katie Sapp**

- A. New Hires: NONE
- B. Resignations: NONE
- C. OPENINGS: MS Assistant Volleyball Coach
- D. High School practices start on August 14<sup>th</sup>, Middle School Practices will start the second day of school [August 29<sup>th</sup>].

- E. Football – Chris Chilcote is preparing for football season. He and LeRoy Lunsford attended the Heads Up Concussion Awareness that is required last month. Chris Chilcote is trying to get boys to do summer conditioning with mixed results.
- F. Volleyball – Girls are excited and ready to go for camp in early August. 13 girls are planning to attend. Girls have been conditioning too.

# 10. Discussion Items

- A. Cash Flow/ Financial Reports
- B. Designations
  - i. Clerk and Budget Officer – Marc Thielman
  - ii. Deputy Clerk/Business Manager – Katie Sapp/ Linn Benton Lincoln ESD
  - iii. Custodian of Funds/Authorize Facsimile Signatures – Katie Sapp, Marc Thielman, Board Chair
  - iv. Auditors of Budget – Accuity, LLC
  - v. Agent of Record – WHA Insurance
  - vi. Attorney – Garrett, Hemann, Robertson P.C.
  - vii. Paper of Record – Corvallis Gazette-Times
  - viii. Meeting Dates for Board – 2nd Wednesday each month
  - ix. Depository of Funds – Citizens Bank, LGIP
  - x. Federal and ESD Grant Authority – Marc Thielman
- C. New Stipend - Positive Behavioral Interventions and Supports [PBIS] Coordinator – And Elementary Teacher is interested in taking this one and will be doing some training for managing the program. The board discussed the stipend amount and directed Marc Thielman to assess hours that this extra duty will take and assign the pay accordingly per the Extra Duty Salary Schedule.
- D. Surplus of District Property – Old gym lights – we would like to sell the old gym lights as we don't need them with the new gym upgrades. The board felt like the upgrades to the gym are very needed and they are happy with the work being done this summer. They like the idea of selling the old lights.
- E. 2017-2018 School Calendar Edit – Eclipse. The board discussed information provide by local media, and official state of Oregon Channels predicts a large influx if visitors into Oregon and our local area. There are concerns that travel to and from the school will be made very difficult by this. The teachers requested that we change the date for the start of inservice to be changed from Tuesday, August 22<sup>nd</sup>, to Wednesday, August 23<sup>rd</sup>. There was discussion around concerns that the school would not be clean and ready for school to start on August 28<sup>th</sup> if there were people work through Friday afternoon. The consensus was to have the summer crew shift their work week for that week to be Wednesday through Saturday to ensure we are ready for kids on Monday.
- F. Playshed upgrades – See bid information in board packet. We advertised the project and Keenen Elbers called around to people who do concrete work. We were only able to get two people to submit bids. VanLeuven bid is almost half what the second bid was.
- G. Charter School Enrollment Update – we have received 32 out-of-district applications as of the meeting and 4-8 new students that we know of in district. With the 10 students we have confirmed are leaving the school, we estimate enrollment to be around 160 in the fall. The Board discussed that as we add students we need to ensure that we are looking out for the best interest

of current students and that we make sure we have a plan in place transition new students in smoothly.

- H. Staffing Discussion/ School Structure – Aaron Schneider has had complaints from several staff who feel like they are not being communicated with. Aaron Schneider talked about the elective survey and interests expressed by students and parents. Aaron Schneider added that he reassured the teachers that their needs will be heard. It was noted that more communication between everyone. Marc Thielman talked about how feedback is helpful and we will “hear and do” to make things work better. A parent mentioned that they would like to see less blankets and/ or cell phones in the classrooms. Marc Thielman noted that with the influx of new students we need to hire at least one elementary teacher and are looking at hiring a middle school science and math teacher.
- I. Activity Bus – We want to run an activity bus to town, lobster and the coast next year to cover the needs of out of district students who participate in extracurricular activities. The board was open to the idea. We will revisit the idea if we see an actual need for it in the fall when students arrive.
- J. Maintenance Supervisor/Deputy Clerk Contract Negotiations – the board had a discussion on how low pay was for both the Maintenance Supervisor and Deputy Clerk. Marc Thielman talked about how many responsibilities both have picked up since starting with the school. The maintenance supervisor, specifically, has saved the school a lot of money by using his skills to do construction/ maintenance projects including: rebuilding the bleachers, tiling the kitchen, dry walled swamp ceiling, put in counters and shelves in classrooms and much more. The board recognized that this work is above and beyond their initial thoughts for this job and that there is value added to the school by having someone in house who can do the work. Aaron Schneider asked Marc Thielman/ Maintenance Supervisor if they had an amount they are looking at for the raise. The Maintenance Supervisor said he would like to be making at least \$40,000 per year for a full time, 260 day schedule. Aaron Schneider recused himself from the conversation due to an actual conflict of interest.

The Deputy Clerk said she would like a raise that was commensurate with the one the Maintenance Supervisor received. Marc Thielman suggested \$42,500 for the Maintenance Supervisor. Discussion around this by the board indicated that they were comfortable with this and felt the Maintenance Supervisor had earned it. The discussion continued concerning the Deputy Clerk position. Board members felt she had also earned a pay raise for the duties she takes on at the school. Ron Koetz asked how much the raise would be for the Deputy Clerk. She and Marc Thielman worked on coming up with a number on the fly, but weren’t landing on the same amount. The Deputy Clerk had done calculations on scenarios with hourly wage increases and didn’t have anything for this option pre-calculated. Marc Thielman was comfortable and he thought it would calculate out to around around \$48,000 for annual salary, give or take a couple thousand.

- K. Policy Updates – First Reading
  - i. GCBE/GDBE – Vacations and Holidays
  - ii. DDB – Native American Impact Aid Funds (Conditionally Required)

- iii. DDB-AR – Involvement of Indian Parents and Tribes in District Educational Programs – Recommend Delete
- iv. DDC – Native American Education Program Grants - Title VI Indian Education - (Conditionally Required)
- v. EEA – Student Transportation Services (Required)
- vi. GCI/GDI – Assignments and Transfers (Optional)
- vii. GDA – Instructional Assistants (Optional)
- viii. IGBAC – Special Education - Personnel (Required)
- ix. IGBAK – Special Education - Public Availability of State Application (Required)
- x. IGBC – Title IA/Parental and Family Involvement (Required) (Versions 1 or 2)
- xi. IGBC-AR – Title IA/Parental and Family Involvement (Required) (with Version 2 of policy)
- xii. IGBHE – Expanded Options Program (Highly Recommended)
- xiii. IGBI – Bilingual Education (Required)
- xiv. IGCA – Post-Graduate Scholar Program (Conditionally Required)
- xv. JECBB and JECBB-AR – Intradistrict Transfer Students (Highly Recommended)
- xvi. JECC – Assignment of Students to Schools (Optional) (Versions 1 or 2)
- xvii. JECF – Interdistrict Transfer of Resident Students (Optional)
- xviii. JFC – Student Conduct (Required) (Versions 1 or 2)
- xix. JHC – Student Health Services and Requirements (Highly Recommended)
- xx. KI – Public Solicitation in District Facilities (Required)
- xxi. KAB and KAB-AR – Parental Rights (Required)
- xxii. KI – Public Solicitation in District Facilities (Required)
- xxiii. LBE and LBE-AR – Public Charter Schools (Highly Recommended)

## 11. Action Items

### A. Payment of Bills – June/ July

**Linda Montanez motioned to approve payment of June/ July bills. Ron Koetz seconded. All in favor. Motion passed unanimously.**

### B. Designations

- i. Clerk and Budget Officer – Marc Thielman
- ii. Deputy Clerk/Business Manager – Katie Sapp/ Linn Benton Lincoln ESD
- iii. Custodian of Funds/Authorize Facsimile Signatures – Katie Sapp, Marc Thielman, Board Chair
- iv. Auditors of Budget – Accuity, LLC
- v. Agent of Record – WHA Insurance
- vi. Attorney – Garrett, Hemann, Robertson P.C.
- vii. Paper of Record – Corvallis Gazette-Times
- viii. Meeting Dates for Board – 2nd Wednesday each month – see schedule for two dates that are different.
- ix. Depository of Funds – Citizens Bank, LGIP
- x. Federal and ESD Grant Authority – Marc Thielman

**Ron Koetz motioned to approve designations as presented. Linda Montanez seconded. All in favor. Motion passed unanimously.**

C. Positive Behavioral Interventions and Supports [PIBS] Coordinator Stipend

Jeff Davis motioned to approve Tracy Stanton as the PIBS Coordinator with a stipend commensurate with hours it will take for this extra duty. Ron Koetz seconded. All in favor. Motion passed unanimously.

D. Surplus of District Property

Linda Montanez motioned to approve the Surplus of District Property of the old gym lights. Jeff Davis seconded. All in favor. Motion passed unanimously.

E. 2017-2018 School Calendar Edited - Eclipse

Jeff Davis motioned to approve the edits to the school calendar as presented, changing the teacher return date to August 23 and with the caveat that the custodian schedule would be adjusted to cover th. Linda Montanez seconded. All in favor. Motion passed unanimously.

F. Concrete Work Playshed – Bid Award

Jeff Davis motioned to award the bid from the VanLeuven to move forward with concrete work in the playshed. Ron Koetz seconded. All in favor. Motion passed unanimously.

G. Staffing/ School Structure

Linda Montanez motioned to move the 6<sup>th</sup> grade into the middle school, with the stipulation that the school contact 6<sup>th</sup> grade parents prior to the start of school to communicate with them about this. Jeff Davis seconded. All in favor. Motion approved unanimously.

H. Day Maintenance/ Deputy Clerk contract updates

Aaron Schneider declared a direct conflict of interest and will abstain from the vote on both of these positions. Ron Koetz led the conversation and vote for this agenda section.

Linda Montanez motioned to raise the Maintenance Supervisor's salary to \$42,500 – raising following years on his salary step schedule at the current rates and experience level, starting him at year three [\$42,500]. Jeff Davis seconded. All in favor. Motion approved unanimously.

Jeff Davis motioned to raise the Deputy Clerk's salary commensurately with the same percentage raise as the Maintenance Supervisor received. Linda Montanez seconded. All in favor. See attached calculation for figuring the rate [table 1 at end of these notes]

12. Other Business –

13. Executive Session to consider records exempt by law from public inspection. (ORS 192.660(2)(f)). Entered Executive Session at 2106. Resumed Regular session at 2121.

14. Next Meeting Date: August 2<sup>nd</sup>, 2017 – Regular board meeting

15. Adjournment at 2122

As recorded by,  
Katie Sapp

Board Vice Chair:



Ron Koetz

Clerk:



Marc Thielman

TABLE 1



<b>BOARD Approved</b>	<b>1617 Salary</b>	<b>1718 Salary</b>	<b>Change</b>	<b>% Change [change/ old salary] [1]</b>
Maintenance Supervisor [KE] \$42,500	\$33,651	\$42,500	\$8,848	26%
Deputy Clerk [KS] = same % raise as KE [1]	\$39,852	\$50,214		26%

**[1] Calculation used** = change in MS salary divided by 1617 salary = \$42,500.

$[\$42,500 - \$33,651] / \$33,651 = \text{percent raise}$

$\$8,849 / \$33,651 = 26\%$

DC salary for 201718 =  $\$33,852 * 1.26 = \$50,214$ .

## **[2] Assumptions**

1) Raises are generally calculated as a percentage increase.

2) Calculation used would be current salary multiplied by 1.[percent raise] – EX 8% raise would be calculated as current salary multiplied by 1.08.

**[3] Section of minutes supporting approval**

Alsea Regular School Board Meeting

July 12, 2017

Agenda Item 11 – Action Items

### **H. Day Maintenance/ Deputy Clerk contract updates**

Aaron Schneider declared a direct conflict of interest and will abstain from the vote on both of these positions.

Ron Koetz led the conversation and vote for this agenda section.

Linda Montanez motioned to raise the Maintenance Supervisor Keenan Elbers' salary to \$42,500 – raising following years on his salary step schedule at the current rates and experience level, starting him at year three [\$42,500]. Jeff Davis seconded. All in favor. Motion approved unanimously.

Jeff Davis motioned to raise Katie Sapp's salary commensurately with the same percentage raise as the Maintenance Supervisor Keenan Elbers. Linda Montanez seconded. All in favor. See attached calculation for figuring the rate [table 1 at end of these notes]