



MINUTES

Board: Ron Koetz, Linda Montanez, Deb Lindberg, Jeff Davis, Risten Follett

Board member absent: None

Staff In Person: Marc Thielman, Shirley Koetz, Keenan Elbers, Tim France, Pamela Russell, Roxie Kelly, Joy Jordan, Travis Rice

Patrons In-Person: Ryan Van Leuven, Chris Cantrell, Cheryl Van Leuven

Staff On-line: Anna Dubord, Rich Dubord, Randy Chilcote, Laurel Arnold, Kelly Ostler, David Fricke, Nicole Davis, Cora Martin, Cathy Lorain, Catherine Ellis, Carmen Martin, Sam Pedder, Sandra Pinion, Roxie Smallwood, Scott Marshall, Dani Elbers, Eric Clendenin, Jan Olsen, Kirk Borgerding, Mary O'Brien, David Crowe, Shanon Rice, Korina Ferre,

Students:

Patrons Online: Ken Vogler, Kari Van Leuven, Jamie Olsen, Dani Elbers, Angela Jacobsen, Shawn Griffin, Mimi Stout

1. Call to Order, Flag Salute at 1905

2. Approval of Agenda

Linda Montanez motioned to approve the agenda with correction of a hire and tabling the October policy review until next board meeting. Risteen Follett seconded. All in favor. Motion passed unanimously.

3. Approval of Minutes –November 17, 2021

Jeff Davis motioned to approve the November 17, 2021; minutes as presented. Risteen Follett seconded. All in favor. Motion passed unanimously

4. Patron Comments

Cheryl asked for the November minutes but was advised by Shirley Koetz let her know that the board minutes aren't released to public until they are approved by the board and signed by the Superintendent and Board Chair. They will also be posted to the school website once complete. Cheryl Van Leuven stated she had not gotten the information she requested and was requesting to have the documents sent to ASAP. Shirley Koetz explained that she did send the information so wasn't sure why it wasn't received. Shirley Koetz said she would resend all documents.

5. Superintendent/CFO Report

- We're finishing up the last little bit of the audit. And so far, so good.
- The Market Street property has sold so we will be consolidating offices. We are working to figure out where to put our staff. Some of the staff will be working from home until we get a different office space.

- We did a closeout meeting with OSHA. It took several months for the OSHA to complete inspections, talking to staff, preparing the report, and deciding what our penalty would be. We closed out with one fine of \$400.00 from OSHA for a finding of staff members not wearing a mask. They also noted that they found errors on our accident forms, and we need to tighten up, but it's a minor finding, so no fines, other than that it was positive. Linda Patterson from the Salem office was quite complimentary. I was happy with the end results; many other districts have had very severe fines and we did not. That was very good.

6. Elementary School Report:

- Shanon Rice, Elementary Principal was ill, so Marc Thielman provided the Elementary report.
- Two big things in elementary. One is a huge thank you from all the elementary teachers for approving the funding for their professional development trip. Lot of happy elementary staff.
- The other one is getting ready for next week it will be full of fun and learning as the elementary will be having Grinch week. On Thursday the students will get a visit from the Grinch himself.

7. Middle School and High School Report:

- Shout out to Catherine Ellis and the middle school leadership kids. They threw another dance this evening. Sounds like it was very well attended and a success. Already got a lot of feedback that they really enjoyed themselves tonight so thanks all who made it a great success.
- Not all middle school students were able to finish with performing their talent at the elementary talent show so Catherine Ellis will be finishing with their talent show next week.
- We are just finishing up the first semester, finals will be the first week after Christmas break. The following week we will go into J schedule.
- The start of second semester will start right after. We have a lot of planning to do, obviously it includes updating a lot of the academic records, making sure we're on track with our seniors and helping them if they need anything to get where they need to be to graduate. We will be preparing for their push to graduation.
- I will also be rotating our underclassman starting with our juniors into Navient sessions with Terri-Anne, it is like a kind of electronic portfolio. We will help them start deciding what they're education plan and profile looks like and get them on the path to fulfill the requirements to get there.
- The staff is working hard, even more than usual, this is a hard time of year for some students and their behavior at this time of year isn't the best. There's a lot of stress so it hard not only for students but the teachers who are working to help them deal with it. Looking forward to Christmas break and everyone getting a break and coming back rested and ready to tackle the second half of the school year.

- We are beyond excited to have our district moving forward, looking to hire a mental health behavioral specialist. This is a huge investment for the entire, K-12. Shanon and I are both equally fired up about it and excited that the district is making that opportunity available it is huge for our students.

8. Online Program

- Been very busy getting people in place that will help our online program. We have hired Heather Shunk is the Special Programs Coordinator [TAG, RTI, etc.] she has experience and we are very excited to have her on our team. We also hired Karen Koliadho English Language Learner (ELL) teacher who will be .25. Both people are well qualified and experienced in both online and in person. They will work with our full-time special program's coordinator, Melissa Yeo. Melissa Yeo will implement what Heather Shunk and Karen Koliadho give her and will do 504's. We are ready to ramp up and start growing again. We have 750 total online. Enrollment for online schools; 534 LaHO, 160 Greenways, Alsea Option 26, Bear Creek 23, Corvallis Farm Program 7,
- They are averaging 80% attendance which Tim is happy about.
- Possible increase in enrollment coming

9. Information Report:

None

10. Athletic Report

- Winter sports are going fantastically 35 students registered on Final Forms for Winter Sports- still work in progress getting paper files uploaded.
- Middle School Girls Basketball wraps up next week with a tournament at Crow next Saturday
- Middle School Boys Basketball starts after Christmas break in January. Cherry Campbell and Shawn Griffith have asked to also coach the boys. Some other interest but no applicants to date
- Asked about athletic policies she submitted in Aug be reviewed by board.
- We are in special district 3 for wrestling. We have 5 wrestlers. They completed in a tournament last week and Addie Mussatti placed 5th, 27 schools were at the tournament. Girl wrestlers and boys wrestled separate.
- All of our winter sports teams are competing next week, on the 18th so high school girls' and boys' basketball go to Saint Paul. Wrestling team goes to North Douglas and our Middle School Girls are participating in a tournament in Crow and are seated 3rd right now. No practices are planned during the winter break. High School Boys and girls have two tournaments during break one in Brandon December 20-22 and Toledo 26 through 28th. Wrestlers will complete in the Benton Classic in Philomath.

11. Discussion Items -

A. Cash flow / Financial Reports

Marc reported he has been working on budget with Nancy Hall. With the Audit so late this year we do not have our beginning starting numbers yet. We are doing well. We did our first quarter adjustments and our numbers have been good, so we are in good shape with revenue. Current ending fund balances and expenditures still on boarding some

staff so things are still wide open. Right now we are looking at around 2.1 to 2.2 million dollars, which is a good place for us to be. Nancy will be working on the financial report to make it so everyone can understand where we are fiscally. The downside of this is with all the new hires it is eating up our authority quickly. We are at 30 to 35% staffing increase so that is matched by revenue. We will be having a supplemental budget meeting, this year again, we have had them for the last five years. The supplemental budget just gives us permission to spend more than what we budgeted.

Tim forgot to mention in his report that we have hired a SPED Director Cheryl Doe who will oversee both online and Brick and Mortar. Last year we had 60 students with IEP's but right now we have 114. So, the increase is huge. The SPED team has done an outstanding job and has managed to get the IEP's completed. Tim gave much deserved praise for a job well done.

B. Bond Project Update

We have both Kirk Borgerding and Scott Marshall here to speak to you. Kirk Borgerding talked about the updated drawings that Scott Marshall sent today. Power panel room, power service upgrade VOC shop, Classroom build, working on getting permits so we can start. Kirk Borgerding has been talking to Keenan Elbers concerning some things that need to be fixed in the remodeled restrooms. Handrails, base boards will be addressed. Power service upgrade will be ready to go out to bid soon. Risteen Follett asked who would be approving bids. Scott Marshall explained process and told everyone that once bids are submitted and metrics completed, they will be presented to the board. This is the public's money, and we want to be transparent, so the public knows how we are spending their money. We are not trying to hide anything. There are 21 steps. Material costs, permits bids and labor, these things have been being worked on and they are manageable do so we can make sure that we get everything completed so. Yes, those five projects are what has been re prioritized and are moving forward. Nothing has been put out for bids.

C. Dump Trailer Purchase

There are three bids in your packet Trailer World is where Keenan would like to purchase from. All three companies compare apples to apples. Deb Lindberg wants to purchase the most inexpensive trailer at trailer plus.

D. Business Office Update

We are moving from the house to the school since we don't have a choice, the house was sold. We need to be out by the 22nd but we will try and get everyone moved by the 18th since that is the last day until winter break. It has not been fun trying to fit everyone into spaces that are already occupied have been working on how we can do this Marc Thielman and Shirley Koetz will share the old store room. Nicole Davis, Sara Littlefield, and Nancy Hall will all share Marc Thielman's old office. Travis Rice will be beside the

copier and supplies up front. Brynn Campbell and Anastazia Stoffel will be working at home. Mark Summers will just rotate wherever he can find a spot.

We will be looking into portable offices as an option.

E. Fourteen passenger Bus Purchase

Marc Thielman said that they now have them available. The cost is \$60,000 it's a lot of money but a lot less than a regular bus. This will help us with our transportation.

Fourteen passenger busses can be driven by non CDL drivers, these drivers are classified as type 20 drivers but are still required to take same training as a CDL driver, can driver. This will help us a lot since it is almost impossible to find CDL drivers.

F. Second Bus Bonus and Stipulations

Marc Thielman talked about how we need to offer higher pay to all bus drivers and a bonus so that we can keep them. We would give all drivers even those who drive vans daily a bonus of \$2500.00 split into two different times the first bonus would be after 100 hours and that will be paid out the next pay period. The second bonus would be paid out in May. Carmen is bringing pay and stipulation documents to the board in January.

Coaches are paid for driving the bus for sports activities separate from their coaching stipends.

G. Approval of Budget Committee Minutes

After discussion it was decided to wait until the budget meeting to approve.

E. Mid-year compensation allowance

Marc Thielman presented his requests for compensation and stipends.

1. Certified Longevity Stipend for BA =60 with 25 years of in-district service will be paid at MA +90 (\$58,851 will change to \$69,660). Affects one Certified Employee H.O. currently

2. Second Technology Stipend for N.R. (\$9,850/equivalent)

3. Phone Stipend for Dispatcher(s)/Front Office Coverage (\$35/month/equivalent) for Co. M.

4. Transportation Director C.M. >Sight Management Stipend (\$9,850/equivalent)

5. \$25 per hour minimum pay for Bus Drivers and \$1250 Bonus for Non-CDL Route Drivers

6. Move R. S. from Specialist to Manager as her duties are being expanded to include HSS Data Collection/Coordination and Attendance Manager, in addition to current duties as building Registrar.

7. Language clarification to Superintendent Contract: 4. FRINGE BENEFITS

a. PERS. The DISTRICT will pay both the employer's and employee's PERS contribution on behalf of the SUPERINTENDENT.

b. Insurance. The DISTRICT shall, during the term of this Agreement, pay the same contribution made on behalf of the DISTRICT'S licensed employees [\$1,250 each month] for medical, dental, and vision insurance coverage. The benefits referenced herein are described in the Agreement between the school

DISTRICT and insurance carrier. Benefits may be modified at any time and are conditioned upon the SUPERINTENDENT remaining in paid status with the DISTRICT. The contribution amount made on behalf of the DISTRICT may be made directly to the SUPERINTENDENT at his/her discretion in lieu of coverage through the DISTRICT'S group plan. If that option is chosen, payment will be made through payroll and taxed appropriately.

Discussion on these increases were discussed.

F. Baseball/Softball

Travis Rice presented to the board options to bring baseball and softball back to Alsea this year. Discussion on how this could happen. Board Members were positive but didn't feel it could be done this year. A lot would have to be done before the season could start, things like fields prep, equipment, and uniforms. Travis Rice said we could rent fields from Corvallis but the cost for the field, bussing, and staff made that cost unreasonable.

Clemens has given our school \$10,000.00 for baseball. Students and Coaching staff are available. Deb Lundberg also suggested Travis Rice check with Gary Strom for funding given him from Rusty Rhinehart.

H. Ron Koetz Secondary Signer

Ron Koetz will be secondary signer for the District's bank account until we hire a new CFO.

I. Climate Survey

Discussed how we would like to do this survey. If they want it anonymous or not or do both. Board work session in January. Need to send out doodle poll to get idea when we want to have work session.

J. Mr. Crowe's Large Purchase

Mr. Crowe would like to buy a vinyl printer. He can purchase with his grant but needs permission to purchase items over \$5000.00. Last weekend he and his student sold over \$800.00 worth of small projects that they had made. The overwhelming response from our community was awesome.

K. Second Reading of Policies for April 2021 Will Table October's until January Board Meeting

April 2021

- i. ACB G1
- ii. ACB R G1
- iii. GCBDA GDBDA OR R 1 D1
- iv. GCBDA GDBDA OR R 1 D1
- v. IJ DELETE G1
- vi. IJ DELETE G2 (1)
- vii. IKFB
- viii. JB G1
- ix. JFCM G1 (1)
- x. LBE R DELETE G1
- xi. LBEA G1 DELETE

October 2021

- xii. AC – Nondiscrimination, Required
- xiii. AC-AR – Discrimination Complaint Procedure, Required
- xiv. ACB G1 Every Student Belongs
- xv. ACB R G1 Every Student Belongs
- xvi. BBAA – Individual Board Member’s Authority and Responsibilities, Optional
- xvii. BD/BDA – Board Meetings, Optional
- xviii. BDDH - Public Comment at Board Meetings, Highly Recommended
- xix. BDDH-AR - Public Comment at Board Meetings, Optional
- xx. CM – Compliance and Reporting on Standards, Highly Recommended
- xxi. DJC – Bidding Requirements, Highly Recommended (Versions 1 or 2)
- xxii. GBA – Equal Employment Opportunity, Required
- xxiii. GBEA – Workplace Harassment *, Required
- xxiv. GBNA/JHFF – Suspected Sexual Conduct with Students and Reporting Requirements
- xxv. GBNA/JHFF-AR – Suspected Sexual Conduct Report Procedures and Form *, Required
- xxvi. GBNA-AR – Hazing, Harassment, Intimidation, Bullying, Menacing, or Cyberbullying
- xxvii. Reporting Procedures -- Staff, Highly Recommended
- xxviii. GBNA/JHFE – Suspected Abuse of a Child Reporting Requirements, Required
- xxix. GBNA/JHFE-AR(1) – Reporting of Suspected Abuse of a Child, Required
- xxx. GBNA/JHFE-AR(2) – Reporting of Suspected Abuse of a Child, Highly Recommended
- xxxi. IA - Instructional Goals, Optional
- xxxii. IB – Freedom of Expression, Required
- xxxiii. IGBHA – Alternative Education Programs**, Required
- xxxiv. IGBI - Bilingual Education**, Required
- xxxv. IIA – Instructional Resources/Instructional Materials, Highly Recommended
- xxxvi. IJ – School Counseling Program, Highly Recommended
- xxxvii. IKF – Graduation Requirements**, Conditionally Required
- xxxviii. IKFB – Graduation Exercises, Optional
- xxxix. IL – Assessment Program, Highly Recommended
 - xl. JB – Equal Educational Opportunity [**], Required
 - xli. JBB – Educational Equity, Optional
 - xlii. JECB - Admission of Nonresident Students, Highly Recommended
 - xliii. JFC – Student Conduct, Required
 - xliv. JFCF – [Hazing,] Harassment, Intimidation, Bullying, [Menacing,] Cyberbullying, Teen
 - xlv. Dating Violence, or Domestic Violence – Student**, Required

- xlvi. JFCJ – Weapons in Schools**, Required
- xlvii. JHFE/GBNAB – Suspected Abuse of a Child Reporting Requirements, Required
- xlviii. JHFE/GBNAB-AR(1) – Reporting of Suspected Abuse of a Child, Required
- xlix. JHFE/GBNAB-AR(2) – Reporting of Suspected Abuse of a Child, Highly Recommended
- I. JHFF/GBNAA – Suspected Sexual Conduct with Students and Reporting Requirements,

I. Hires

Athletics:

None

Brick and Mortar:

- a. Zach LeClere Alsea Sub Aide/Bus Driver

District:

None

Online Programs:

- a. Melissa Yeo - Remote Special Programs Coordinator
- b. Crystal Frandsen - Remote Student Services Manager
- c. Nubia Lopez - Remote Special Education Instructional Assistant
- d. Heather Shunk - .25 FTE ELL Coordinator
- e. Karen Koliadho – .25 Tag Coordinator

Kings Valley Charter School

- a. Mary Dolphin-Haley - Kings Valley Bus Driver

Resignation

Brick and Mortar:

- a. Katie Sapp-Business Manager/CFO

12. Action Items

- A. Payment of Bills – December/January

Jeff Davis motioned to approve the payment of bills for the month of December /January, Risteen Follett seconded; All in favor. Motion passed unanimously.

- B. Dump Trailer Purchase

Deb Lindberg motioned to approve the purchase of the dump trailer from the cheapest source; Risteen Follett seconded; All in favor. Motion passed unanimously.

- C. Approval of Minutes from 2021-2022 Budget Meeting

Tabled

- D. 2nd Bus Bonus and Stipulations

Tabled

- E. Purchase of 14 Passenger Bus

Risteen Follett motioned to approve purchase of the 14 passenger Bus; Jeff Davis seconded, All in favor. Motion passed unanimously.

F. Midyear Compensation Adjustments and Club MOU

1. Certified Longevity Stipend for BA =60 with 25 years of in-district service will be paid at MA +90 (\$58,851 will change to \$69,660). Affects one Certified Employee H.O. currently

Deb Lindberg motioned to approve Certified Longevity Stipend for BA =60 with 25 years of in-district service will be paid at MA +90 (\$58,851 will change to \$69,660); Jeff Davis seconded; Risteen Follett abstained; All in favor. Motion passed.

2. Second Technology Stipend for N.R. (\$9,850/equivalent)

Risteen Follett motioned give a second Technology stipends which will be determined year to year. This stipend will end in June 2022; Linda Montanez Seconded, All in favor; Motion passed unanimously.

3. Phone Stipend for Dispatcher(s)/Front Office Coverage (\$35/month/equivalent) for Co. M

Jeff Davis motioned to give a phone stipend for dispatcher Deb Lindberg Seconded, All in favor; Motion passed unanimously.

4. Transportation Director C.M. >Sight Management Stipend (\$9,850/equivalent)

Risteen Follett motioned give a Transportation Director CM a stipend of \$9,850 for the year; Jeff Davis Seconded, All in favor; Motion passed unanimously.

5. a. \$25 per hour minimum pay for Bus Drivers was tabled

Jeff Davis Motioned to table this until January when a cost impact statement can be presented; Risteen Seconded All in favor; Motion passed unanimously.

- b. \$1250 Bonus for Non-CDL Route Drivers

Risteen Follett motioned to give a bonus of \$1250 to Non-CDL Route Drivers; Deb Lindberg Seconded, All in favor; Motion passed unanimously.

6. Move R. S. from Specialist to Manager as her duties are being expanded to include HSS Data Collection/Coordination and Attendance Manager, in addition to current duties as building Registrar.

Jeff Davis motioned to move RS to Manager position; Deb Lindberg Seconded, All in favor; Risteen Follett abstained Motion passed.

7. Language clarification to Superintendent Contract: for . FRINGE BENEFITS

a. PERS. The DISTRICT will pay both the employer's and employee's PERS contribution on behalf of the SUPERINTENDENT.

b. Insurance. The DISTRICT shall, during the term of this Agreement, pay the same contribution made on behalf of the DISTRICT'S licensed employees [\$1,250 each month] for medical, dental, and vision insurance coverage. The benefits referenced herein are described in the Agreement between the school Risteen Follett motioned to table until January so that Nancy could help the Board understand long term effects of benefit. More discussion continued and Risteen Follett again said she still would like to see the Business Manager at the meeting to explain the ramifications regarding PERS and taxes that the school would need to pay making the benefit more expensive than it appears. The motion failed due to lack of a second motion.

Deb Lindberg motioned to allow the \$1250.00 to be given to Marc Thielman amending his contract to reflect this; Linda Montanez Seconded, Risteen Follett voted no, All in favor; Motion passed.

G. MOU for Stipends for student clubs

Deb Lindberg motioned to accept and approve the MOU for students' clubs; Linda Montanez Seconded, All in favor; Motion passed unanimously.

H. Ron Koetz to be temporary signer for Citizen's bank until we hire a new Business Manager

Linda Montanez motioned to approve Ron Koetz as a signer for Citizen's bank on a temporary basis; Deb Lindberg Seconded, All in favor; Motion passed unanimously.

I. Climate Survey

Risteen Follett motioned to have a Board Workday to develop a Climate Survey Deb Lindberg seconded; All in favor. Motion passed unanimously.

J. Approval of policies April 2021

a. **Deb Lindberg motioned to approve policies with corrections for April 2021 IIBGA and INBB Jeff Davis seconded. All in favor. Motion passed unanimously**

b. **Jeff Davis motioned to approve the rest of policies CBA, JGA, JHCA JHCB, KL G2 for April 2021 Deb Lindberg seconded. All in favor. Motion passed unanimously**

K. Mr. Crowe Large Purchase

Risteen Follett motioned to approve Mr. Crowe's large purchase Jeff Davis seconded; All in favor. Motion passed unanimously.

L. Keenan Surplus

Jeff Davis motioned to approve Keenan's surplus items; Linda Montanez seconded; All in favor. Motion passed unanimously.

M. Approval for overnight trip for both Girl and Boys Basketball (Brandon)

Risteen Follett motioned to approve the overnight trip with the instruction that all parents will be advised to the rules for this trip before the trip takes place; Linda Montanez seconded; All in favor. Motion passed unanimously.

J. Hires

Athletics:

None

Brick and Mortar:

a. Zach LeClere Alsea Sub Aide/Bus Driver

District:

None

Online Programs:

- a. Melissa Yeo - Remote Special Programs Coordinator
- b. Crystal Frandsen - Remote Student Services Manager
- c. Nubia Lopez - Remote Special Education Instructional Assistant
- d. Heather Shunk - .25 FTE ELL Coordinator
- e. Karen Koliadho – .25 Tag Coordinator

Kings Valley Charter School

a. Mary Dolphin-Haley - Kings Valley Bus Driver

Resignation

Brick and Mortar:

a. Katie Sapp-Business Manager/CFO

Jeff Davis motioned to hire Zach LeClere, Melissa Yeo, Crystal Frandsen, Nubia Lopez Heather Shunk, Karen Koliadho, and Mary Dolphin-Haley; Deb Lindberg seconded; All in favor. Motion passed unanimously.

Deb Lindberg motioned to accept Katie Sapp's resignation; Jeff Davis seconded; All in favor. Risteen Follett voted no; Motion Passed

Other Business

Next meeting date: February 10, 2022 - Regular Board Meeting

Adjournment 2150

As recorded by,

Shirley Koetz

Board Chair: _____ Clerk: _____

Ronald Koetz

Marc Thielman