

1. Work Session: 6:00pm

- a. Discussion concerning the HR Reset.
- b. First Break all the Rules Measuring Stick

Discussion concerning the HR Reset. In reference to page 2 of 12, a COSA consultant was called in, Alsea School District utilized the HR consultant mainly for comparison data. Different school districts were contacted to gather pay scale data. We have a total of 30 unique job descriptions that have been developed. There are two different phases to this process. Phase 1 is what is being presented at this meeting. Phase 2 will be when Mr. Gallagher, the business manager and the HR department call each individual employee and make sure they are placed appropriately based on experience, education etc.

Insurance reset. It was noticed that there is an anomaly that is not standard procedure, especially with board policy. Recommending a proration of the district cap according to FTE .75-1 is full benefit. .5 - .74 is prorated and 0 - .49 no benefit unless the employee chooses to purchase insurance. A Health Reimbursement account in lieu of insurance was approved earlier this year where the district will pay 50% of the district contribution into an account.

Life insurance. Suggesting that it be added for all employees. This is standard operating procedure in other districts. These benefits are not necessarily up for approval tonight as they will be added as part of the staff handbook, which is contingent on the updating of the board policies.

A lot of salary schedules were not consistently in place. Those in place varied by step increases. These have been re-aligned by classified 10 steps and confidential, administrative by 8 steps. For this year, only an example of a 4% COLA was presented but is not part of the approval until union negotiations occur.

The staff handbook is in process. Policy review with OSBA is in process. Supervisory and confidential employees, Mr Gallagher is recommending moving to one transportation supervisor position. This is in apropos with other districts around the state. Reclassification of executive administrative assistance is classified under the confidential assistance definition. Administrative employees needed differentiation as pay is currently based on contracted days.

Principal salaries are now based on a step system as well as a differential between types of administrative positions. Currently, classified instructional assistants are either a Tier I or Tier II with no definition. They took the current two tiers and created a three-tier system with clear definitions.

Tier I will be a regular classroom assistant

Tier II Classroom assistant with extra certification i.e. Title, AA degree, RTI assistants

Tier III SPED assistants who work with high-needs students.

Transportation - we have a transportation department that not only serve Alsea School District but Kings Valley and WLA as well. Our drivers are transporting students from numerous locations twice a day making us unique. The transportation driver rates will remain the same.

Incentives -Transportation incentives, a sign on bonus of \$500 as well as a longevity bonus of \$500 starting with the 5th year of service.

Lunch compensation - paying classified for a 30-minute duty free lunch. This violates BOLI law as well as board policy. In exchange, we will start paying for holidays that land within the contracted year. Currently, Board policy only addresses this for employees on a 260-day contract.

Evaluations - thus far the Alsea School District has not had an appropriate evaluation in place. In 2013 there was a state law put into play in regard to specific ways to evaluate teachers and administrators. For the last 6 months we have worked hard to employ a new teacher and administrator evaluation system that was put into place last week. Using a product called Teach-Boost.

Evaluations system for classified and support staff will be rolled out in January 2023. This part, the HR consultant was very helpful. When the conversation with each employee happens, the evaluation expectations will be made known to them.

Stipends will be a part of the negotiation process with the union. Stipends are supposed to expire at the end of each year and re-negotiated for the 2022-23 school year. Instead of paying SPED teachers a stipend maybe looking at paying a differential instead.

Certified salaries are a union negotiation and not part of the HR reset.

Timeline in retroactivity - any increase in salaries be retroactive back to July 1, 2022. Decrease in salaries will not take effect until January 2023. With that being just around the corner, it would be up to the Board if they wanted to amend that they certainly can.

Currently, the district does provide paying PERS as well as health insurance as opposed to other districts. As to whether this will help the district financially is still an unknown until the staff have been talked to.

In summary, balanced salary and compensation package for our employee groups. Currently we have IAs who are making more than a beginning teacher. We have a lot of anomalies with stipends that need to be solidified to be consistent and fair. It is not appropriate to have our employees making less than a fast-food employee. We also need to be fiscally accountable to our community and taxpayers. We can not have a male and/or female earning different salary doing the same job unless it is based on experience and/or education.

Salary schedules -

Principal - 220 contract - currently a step five position with our principals currently paid at the step three rate.

Vice Principal - 220 contract - a step five position with a differentiation between the principal and assistant principal positions.

SPED Director - on the higher pay due to the elevated rate of responsibility - on a 240-day contract

Business Manager - 260 contract as there is a lot of reporting as well as audits happening throughout the year.

Debra Lindberg expressed concern that Alsea is on the heavier end of Administrators. Mr. Gallagher expressed that these will look different next year. There will be one less administrator for the Learn at Home Oregon program. As well as very likely one less at the building level.

Risteen Follett - asked if the private market was being looked at. No because private is usually higher than government-paid positions. The comparison is difficult as public education employees are a very different job set. Comparison should be with other 1A districts. Mr. Gallagher said that we are not trying to match who we compared with and other 1A districts did not respond. The Board is requesting that a VP be on a different pay scale as opposed to a principal. They would also like to see them on an 8 step pay scale instead of a 5 step scale. Robert Webb said that he felt we should not be looking at any other districts other than 1A as they are more equivalent to our school demographic.

Risteen Follett would not like to vote on any of these issues tonight as she feels that there should be more conversation around all of these issues.

Summary, what move from where we are today to get us into a safe spot and avoid legal issues.

What needs to change to get us into compliance? Mr. Gallagher feels that enough research went into the salary / job descriptions to create the proposed reset.

2. Open Session 7:00PM

3. Call to Order 7:01PM

4. Flag Salute

5. Approval of the Agenda

6. District Recognition:

a. Learn at Home Oregon

i. Student:

ii. Employee

Learn at Home Oregon

Students: Presented by Heather Schunk - November's character trait of optimism

KG - Ms. Waverek recognized her entire class, Ms. Parsons recognized Jade Montiel

1st Grade - Ms. Ballinger recognized Jasper Eastes, Ms. Taglia recognized her entire class, especially Emma Palmateer, Mr. Bahr and Ms Boser recognized Gabe Dom and Destiny Winton

2nd Grade - Ms. Dapkus recognized Madeline Miller

3rd Grade - Mr. Sederlin recognized Daphne Velek

4th Grade - Ms Naylor recognized the entire 4th grade class

5th Grade - Ms Bauer recognized Noah Doyle

6th Grade - Ms Lookabaugh recognized Ayva Blank

7th Grade - Ms Winters recognized Lorelai Lewis-Williams

8th Grade - Ms Wills recognized Bea Gaughan

Employee - Presented by Tim France - David Bahr, an exceptional staff member, has been getting more involved in school and the community. He has been doing SPED. Most recently he will be stepping in and taking over the 5th grade classroom teacher role after the winter break.

7. Superintendent Report:

Sean Gallagher

a. HR Reset - final recommendation for approval

Sean Gallagher

b. Family Liason report

Sara Littlefield

Sean Gallagher

HR Reset - First Break all the Rules Measuring Stick – Nationwide survey of what keeps long term employees, expectations, tools, what I do best, recognition for doing a good job. Encourages development. Does my opinion count? Mission purpose, quality work. Relationships at work. Ability to learn and grow. Legislative and school funding updates: housing, health care and education. There are now 33 new faces in the legislature. The current biennial for the state school fund is currently 9.38 million. The state is looking at increasing that to 9.56 million, which is only an increase of 2.3%. OASBO analyzed needs at 10.3 million just to break even. There was an analysis done using state requirements and they estimated that schools need 11.89 million to meet those standards. We need to make Alsea known.

Family Liaison report

Sara Littlefield – Sara has been working with a grant writer to apply for grant money, partnering with Vina Moses in Corvallis to help supply our students in need with shoes, clothing, supplies etc. It has helped 58 families to date, the Corvallis alliance league is also being worked with to help our families in need with different resources. Always looking for resources.

8. Reports

a. LAHO Social Media Communications & Newsletter

Speaker(s): Heather Shunk -

Two newsletters have gone out so far. Using SMORE is nice to see the engagement of parents viewing. How long they spend looking at newsletters etc. Social media to show what is happening in our school.

9. Financials

a. Financial Report

Speaker(s): LaRae Sullivan

Regarding the HR reset, the life insurance timing would not go into effect until 10/01/2023. IRS rules will not allow payment of any employee for travel reimbursement from home to work just for clarification. Enrollment was up for Learn at Home Oregon, but overall enrollment is still down from last year. We won't see a huge savings or increase in income until our enrollment goes up. With the 49-51 split, we are looking at increased costs that will be going up next year as well as 49 splits of revenue for the state. Page 1 of the financial statements is a year to date for your information. Page 2 is more detailed, comparing budgeted to committed costs. Reviewing fund 100 and functions, she is trying to reallocate as much as possible to the Grant agreement. General fund transfers were set at \$530,000, which has been lowered due to the fact that we are getting a DEQ grant for our decommissioned busses and may not need to transfer as many buses for our transportation. On page 6 you can see that our general interest is much greater than in prior years at this time. Expenditures on page 8 are from July to November in comparison to previous years. Our salaries and benefits are slightly higher but we did do some late-year hiring. But because of decreased enrollment, we need to spend accordingly. The main effect will be seen next year.

10. Payment of Bills for November

Speaker(s): LaRae Sullivan - Board packets are missing the list of bills that are needing to be paid. LaRae will pull the information and email it to Mr. Gallagher, and he will share it with the School Board.

Debra Lindberg asked for clarification on the wireless license. We currently have to pay \$18,000 per year and the system we are moving to will move us to \$1000 per year. This will be in conjunction with the ESD and reimbursable.

11. Patron Comments:

Joni Olsen, requested to speak first: thank you for your service, current policy BBDH under review? Members of the public are invited to share. The public can request to place items on the agenda. Trying to navigate an avenue, submitted request 11/29/2022. She was told she could not ask to add an item. Ultimately, she was invited to talk to Sean Gallagher and Risteen Follett. She felt the conversation was open and honest. How can the public better engage with SB members? Is this an appropriate way to

address the HR reset? She is having a hard time with timeframe and lack of information for the board to approve the salary schedule.

Samantha Pedder, I have been an employee with the Alsea School for 7 years. I was told on more than one occasion my pay would not be affected as I was too good of an employee and most likely more duties would be added. What I would like to do is passionately dive into what she brings to the school. She feels this will negatively impact the RTI program and students. I am a single mother, and with the opportunities that were afforded me in January of 2021 it gave me many opportunities to support her family. I felt valued and appreciated. With a \$6400 per year decrease in pay, I will not enable her to make mortgage payments etc. I never imagined that all that was promised to me could be taken away.

Anna DuBord, I understand that Sean Gallagher has been given a daunting task. Please recognize the areas of change and pay scale. Why does it have to happen in January vs at the end of the school year? Some staff are receiving a very significant pay cut. Causing even more hardship for staff who have to travel over the mountain. Alsea School District is very unique with staff wearing many hats to keep the school running.

Carmen Martin - I have lived here a long time. I have been through a lot. I agree there needs to be a balance and I appreciate everything Sean has been doing. But it is going too fast. I am requesting to slow the process down instead of continuing with a 'knee jerk' reaction.

Risteen Follett thanked the staff and community for reaching out and telling their stories. It is not an easy thing to do.

12. Board Comments

Debra Lindberg, spoke to Mr Adams regarding the Superintendent search. There was some incorrect data i.e., it said that we have 900 students, when in fact we have 556 with 226 being brick and mortar. It was also not mentioned that we are a charter school. He will do a little write-up about the Learn at Home Oregon program and add that to the corrected flier. He wanted to know if January 5, 2023 was a good day for the online training session for the hiring committee. The training session will only last an hour. There are middle school basketball games that date. Risteen Follett says that 7:00 PM would work.

13. Approval of Minutes: November 10, 2022

Risteen Follett stated that the times noted for the executive session and open session were incorrect. Approve with modifications.

14. Discussion

- a. Superintendent Search
- b. First Reading of Policies:

District Budget	DB
Budget Calendar	DBC
Budget Preparation	DBE
Budget Committee	DBEA
Budget Hearing	DBG
Budget Adoption Procedures	DBH
Budget Amendment Procedures	DBI
Budget Transfer Authority	DBK
Budget Transfer Authority	DBK-AR(1)
Budget Transfer Request	DBK-AR(2)
Funding Proposals and Applications	DD
Investment of Funds	DFA
Investment of Funds	DFA-AR
Admission Prices and Receipts	DFE
Admissions to District Events	DFEA

Income from Program – Related Sales and Services	DFG
Authorized Signatures	DGA
Loss Coverage Bonded Employees and Officers	DH
Fiscal Accounting and Reporting	DI
Financial Reports and Statements	DIC
Property Inventories	DID
Audits	DIE
District Purchasing	DJ
Expenditure of District Funds for Meals, Refreshments and Gifts	DJ-AR
Bidding Requirements	DJC
Special Procurements and Exemptions from Competitive Bidding	DJC-AR
Personal Services Contracts	DJCA
Personal Services Contracts	DJCA-AR
Credit Cards	DJFA
Authorization for Payroll Deduction	DJFA-AR
Payroll	DL
Salary Deductions.	DLB
Expense Reimbursements	DLC
Staff Expense Reimbursement	DLC-AR
Disposal of District Property	DN

The following symbols are used on some sample policies:

* May be subject to collective bargaining.

** As used in this policy, the term parent includes legal guardian or person in a parental relationship.

The status and duties of a legal guardian are defined in ORS 125.005(4) and 125.300-125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-2000.

[] Brackets occur in sample policies to indicate the need for districts to select or tailor information specific to their particular situations.

Safety Program.	EB
Safety Committee ..	EBAC
Safety Committee	EBAC-AR
Integrated Pest Management .	EBB
First Aid**	EBBA
First Aid - Infection Control	EBBA-AR
Infection Control and Bloodborne Pathogens	EBBAA
Injury/Illness Reports	EBBB
Emergency Procedures and Disaster Plans	EBC/EBCA
Emergency Drills and Instruction.	EBCB
Emergency School Closures**	EBCD
Vandalism/Malicious Mischief	ECAB
Unmanned Aircraft System (UAS) a.k.a. Drone.	ECACB
Authorized Use of District Equipment and Materials	EDC/KGF
Student Transportation Services.	EEA
School Bus Scheduling and Routing	EEAB
School Bus Scheduling and Routing	EEAB-AR
School Bus Safety Program	EEAC
Student Conduct on School Buses	EEACC
Discipline Procedures for District-Approved Student Transportation	EEACC-AR

EEACC-AR

Discipline Procedures for District-Approved Student Transportation		EEACC-AR
Use of District Activity Vehicles for Student Transportation	EEACD	
Loading and Unloading	EEACE	
Special Use of School Buses	EEAD	
Student Transportation in Private Vehicle	EEAE	
Proof of Vehicle Liability Insurance	EEAE-AR	
Use of Private Vehicles for District Business	EEBB	
Local Wellness Program	EFA	
Local Wellness	EFA	
Local Wellness Program	EFA-AR	
District Nutrition and Food Services	EFAA	
Reimbursable Meals and Milk Programs	EFAA-AR	
Reproduction of All Copyrighted Materials	EGAAA	
Guidelines for the Use of Copyrighted Materials	EGAAA-AR	
Cell Phones.	EGACA	
Cell Phones.	EGACA-AR	
Electronic Data Management	EH	
Electronic Data Management	EH-AR	
Records and Data Management	EH-AR	

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Facilities Planning	FB
Capital Construction Program	FC
Capital Improvement - Educational Program	FEA
Selection of Architect	FEB
Energy-Conserving Construction	FECBA
Construction Contracts - Bidding and Awards	FEF/FEFB
Naming New Facilities	FF
Memorials	FFA
Temporary District Facilities	FJ
Facilities Renovation	FK
Retirement of Facilities	FL

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OAR 581-015-2000.

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First Reading of Policies:

15. Action Items:

- a. Approve Policies, BK D1, BDDH G1
- b. HR Reset Salaries Approval
- c. LAHO Principal Recommendation 2023-24
- d. Siletz Tribal Grant for support of low income families
- e. Overnight Wrestling Trip to Culver, Dec. 9th
- f. Overnight Wrestling Trip to Joseph, Jan. 5th
- g. OSBA Election
- h. Student Investment Act (SIA)
- i. High School Success (HSS)
- j. Selco Grant for Sensory Room
- k. Family Liaison Bonnie Hill Community Grant

Ryan VanLuevan BK D1, BDDH G1 motion to approve Ryan Vanlueven. Seconded by Debra Lindberg. BDDH G1 has been modified by OSBA to change to allow patron to speak to the board regarding any topic. Debra Lindberg motioned to amend the motion to approve BDDH G1 with modifications and not adopt BK D1. All in Favor. This motion, made by Ryan VanLeuven and seconded by Deb Lindberg, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Motion to Table until further discussion. This motion, made by Risteen Follett and seconded by Deb Lindberg, Tabled.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Deb Lindberg Motion to accept Heather Shunk for the position of LaHO Principal for school year 2023-2024; Seconded, Ryan Vanleuven, All in Favor. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Ryan VanLeuven Motioned to approve the SIA Grant; Deb Lindberg Seconded, All in Favor. This motion, made by Ryan VanLeuven and seconded by Deb Lindberg, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Ryan VanLeuven Motioned to approve the HSS Grant; Robet Webb Seconded, All in Favor. This motion, made by Ryan VanLeuven and seconded by Robert Webb, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Deb Lindberg Motioned to approve the overnight trip for the Wrestling Team to Culver on December 9th and 10th; Ryan VanLeuven Seconded, All in Favor Our team went over a day early to avoid inclement weather. By doing this they were able to help Culver set up the mats. Risteen Follett would like to bring up the etiquette that since the team is already gone it is

late for board approval. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Deb Lindberg, Motioned to approve the overnight trip for the Wrestling Team to Joseph on January; Ryan VanLeuven Seconded, All in Favor. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Ryan Vanleuven Motioned to approve the Selco Grant; Linda Montanez Seconded; All in Favor. This motion, made by Ryan VanLeuven and seconded by Linda Montanez, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Robert Webb Motioned to approve the grant the Bonnie Hill Community Grant; Linda Montanez Seconded, All in Favor. This motion, made by Robert Webb and seconded by Linda Montanez, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 OSBA Election, Debra Lindberg motioned to approve that Risteen Follett vote on behalf of the Alsea School Board. Ryan Vanleuven seconded. All in favor. This motion, made by Deb Lindberg and seconded by Ryan VanLeuven, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Siletz Tribal Grant for support of low-income families, the grant funds requested \$3000, matching funds up to \$9700 which includes shared matching funds that the district already has. Robert Webb Motioned to Approve; Linda Montanez, Seconded. All in favor Took a three minute break was called at 8:45pm, so Mr. Gallagher to send board the grant it was missing in the attachments. Back in Session at 8:48pm. This motion, made by Robert Webb and seconded by Linda Montanez, All in Favor. This motion, made by Robert Webb and seconded by Linda Montanez, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0 Risteen Follett Motioned to set a date of Friday, December 16th at 3:00 to hold a work session to discuss the HR Reset further.; Ryan Vanleuven, Seconded; All in Favor. This motion, made by Risteen Follett and seconded by Ryan VanLeuven, Carried.

Risteen Follett: Yea, Deb Lindberg: Yea, Linda Montanez: Yea, Ryan VanLeuven: Yea, Robert Webb: Yea

Yea: 5, Nay: 0

16. Adjourn
8:58PM

17. Key Dates and Calendar Updates:

Linn Benton Lincoln Legislative Summit - Dec. 13, 2022

Thursday, December 15th, the last day until January 3, 2023

Friday, December 16th through January 2, 2023 Christmas Break

Tuesday, December 20th, Fireside Chat
Friday, January 6, 2023, School in Session
Thursday, January 12, 2023, Regular School Board Meeting